

COMNAVRESFORINST 1001.5D
N12
2 Oct 02

COMNAVRESFOR INSTRUCTION 1001.5D

Subj: ADMINISTRATIVE PROCEDURES FOR THE DRILLING RESERVE AND PARTICIPATING MEMBERS OF THE INDIVIDUAL READY RESERVE (IRR)

1. Purpose. To provide administrative procedures for managing participating members of the Naval Reserve (NAVRES). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 1001.5C, COMNAVRESFOR NEW ORLEANS LA 031000Z Mar 98 (ALNAVRESFOR 08/98), COMNAVRESFOR NEW ORLEANS LA 160800Z Jun 98 (20/98), COMNAVRESFOR NEW ORLEANS LA 061000Z Aug 99 (23/99), COMNAVRESFOR NEW ORLEANS LA 211546Z Oct 99 (33/99), COMNAVRESFOR NEW ORLEANS LA 061025Z Aug 01 (017/01), 061000Z Feb 02 (005/02), 201000Z May 02 (017/02), COMNAVRESFOR 7220-2 (Additional IDT Certification Report), Enlisted Inactive Duty Training Orders to a Naval Reserve Unit (Obligor) (NAVRES 1326/5)

3. Scope. This instruction applies to administration of Drilling Naval Reservists.

4. Discussion. Effective immediately, administrators will use this instruction with BUPERSINST 1001.39D to administer Naval Reservists.

5. Administration and Maintenance. Commander, Naval Reserve Force (COMNAVRESFOR) is responsible for administration and maintenance of this instruction. Recommended changes, together with supporting documentation, should be submitted to COMNAVRESFOR (N12) via the chain of command.

6. Exhibits, Acronyms, and References. Appendix A is a list of Exhibits appearing in this instruction. The acronyms used throughout this instruction are listed in appendix B and references are listed in appendix C.

7. Action. Addressees will ensure wide dissemination and implement this instruction.

8. Forms. Forms required by this instruction are listed in appendix D.

9. Reports. COMNAVRESFOR 1910-1 SELRES Enlisted Vacancy/Anticipated Loss Report, contained in chapter 2, article 202a required by this instruction is approved for 3 years from the date of issuance.

//s//
L.A. DOZIER
Chief of Staff

COMNAVRESFORINST 1001.5D

Distribution: (COMNAVRESFORINST 5218.2C)

(Two copies to each activity, unless otherwise specified)

List A

B

C

D

E1 (21A1, 21A2, 24A1, 24A2,
24D2 only) E2 (26C1
only)

E3 (50A, B2A only)

E6 (FJA8 only (30 copies))

E8 (FT78 only)

F

SNDL

B8A (U. S. Maritime Defense
Zone, Atlantic)

Commander

First Coast Guard District
408 Atlantic Avenue
Boston, MA 02110-3350

Commander

Fifth Coast Guard District
431 Crawford Street
Portsmouth, VA 23704-5004

Commander

HQ NORAD-USSPACECOM/[JIR or *RF]
250 S. Peterson Blvd, Suite 116
Peterson AFB, CO 80914-3190

Commander, Naval Reserve Force (N123)

(Provide 100 additional copies as the stocking point)

Commander

Seventh Coast Guard District
Brickell Plaza Federal Building
909 SE 1st Avenue
Miami, FL 33131-3050

Commander

Eighth Coast Guard District
501 Magazine Street
New Orleans, LA 70130

Commander

Ninth Coast Guard District
1240 E 9th Street
Cleveland, OH 44199-2060

CROSS REFERENCE (LOCATOR) SHEET

COMNAVRESFORINST 5210.1C

DIRECTIVE:

DATE OF DIRECTIVE:

SUBJECT:

SEE: (where publication is maintained)

REMARKS:

Signature of Receipt

Date

SUGGESTION FORMAT

To make this instruction responsive to both program requirements and Reservist's administrative needs, the sample format below shall be used to bring suggestions and/or problems to our attention.

(date)

From:

To: Commander, Naval Reserve Force (N12)

Via: (Complete chain of command)

Subj: COMNAVRESFORINST 1001.5D

1. The following suggestion/problems concerning COMNAVRESFORINST 1001.5D is submitted for review:

a. Description of suggestion/problem (with paragraph and page numbers):

b. Recommendation:

/s/ Signature
Command identification
Command telephone number
Command email address

TABLE OF CONTENTS

Cross Reference Locator Sheet.....	unnumbered
Record of Changes.....	i
Suggestion Format.....	iii
Table of Contents.....	v through x

<u>Article</u>	<u>Subject</u>	<u>Page</u>
----------------	----------------	-------------

CHAPTER 1 - AFFILIATIONS/ACCESSIONS

101	Naval Reserve (NAVRES) Affiliations.....	1-1
102	Enlisted Affiliation Procedures.....	1-1
103	Officer Affiliation Accession Procedures.....	1-2
104	Residency/Affiliation Overseas.....	1-4
105	Reaffiliation of Unsatisfactory Participants.....	1-5
106	Enlisted Drilling Reserve or VTU Accessions.....	1-6
107	Drilling Reserve Enlisted Career Management Objectives (ECMO)	1-6
108	NAVET Incentive/OSVET/APG/AIA/RESCORE-R Program Requirements.....	1-7
109	Construction Basic Veteran (CB(VET)) Recruiting Program.....	1-11
110	MOD Assignments.....	1-13
111	MDC.....	1-14

CHAPTER 2 - UNIT/PROGRAM ASSIGNMENTS

201	General.....	2-1
202	Priority Manning.....	2-1
203	Special Assignments.....	2-1
204	Submarine Force (Program 1).....	2-2
205	Air Forces (Program 5).....	2-2
206	Fleet Marine Force (FMF) (Programs 5 and 9).....	2-3
207	Naval Expeditionary Logistics Support Force (NAVELSF)(Prgm 6).....	2-4
208	Construction Force (Program 7).....	2-5
209	Security Group (SECGRU) (Program 16).....	2-5
210	Intelligence (Program 17).....	2-5
211	Naval Air Systems Command (NAVAIRSYSCOM) (Program 25).....	2-6
212	Naval Sea Systems Command (NAVSEASYSKOM) (Program 29).....	2-7
213	Supply Systems Command (Program 30).....	2-7
214	Merchant Marine Reserve (MMR) (Program 31).....	2-8
215	Medical (Program 32).....	2-8
216	Law (Program 36).....	2-8
217	Religious Ministries Program (Program 37).....	2-9
218	Naval Science and Technology Reserve Program (Program 38).....	2-9
219	Selective Service (Program 39).....	2-10
220	VTU (Program 40).....	2-10
221	Records Review (Program 44).....	2-11
222	Naval Reserve Support Element (NRSE) (Program 45).....	2-11
223	Naval Reserve Fleet Hospitals (NAVRESFLTHOSP) (Program 46).....	2-12
224	Individual Mobilization Augmentees (IMA).....	2-12
225	Female Personnel.....	2-13
226	Security Clearances and Special Access Eligibility.....	2-13
227	Conflict of Interest.....	2-14

<u>Article</u>	<u>Subject</u>	<u>Page</u>
CHAPTER 3 - PERSONNEL ASSIGNMENTS		
301	Unit Assignments.....	3-1
302	IDT Pay Assignments.....	3-1
303	Assignment Substitution Policy.....	3-3
304	Unit Assignment Waivers.....	3-4
305	Cross-Assignments.....	3-5
306	In Assignment Processing (IAP).....	3-5
307	Personnel Undergoing Administrative/Medical Processing.....	3-6
CHAPTER 4 - TRANSFERS/TERMINATIONS		
401	Officer Transfers.....	4-1
402	Enlisted Transfers.....	4-3
403	PRD for Enlisted Drilling Reserve Personnel.....	4-5
404	PRD for Officer Drilling Reserve Personnel	4-5
405	Officer Assignment Terminations.....	4-6
406	Enlisted Assignment Terminations.....	4-7
407	Members Voluntarily Ordered to AD or ADSW.....	4-7
408	Members Involuntarily Ordered to AD (Presidential Reserve Call-Up).....	4-7
409	Retroactive Transfers/Terminations.....	4-7
CHAPTER 5 - COMMAND OF RESERVE UNITS		
501	General.....	5-1
502	Maximum Tenure Guidelines.....	5-2
503	Qualifications and Prerequisites for Command.....	5-2
504	Command Screening Procedures.....	5-5
505	CO and XO Selection for RESFORONS.....	5-6
506	Selection for Command of Aviation Units (Other than RESFORONS).....	5-6
507	Selection for Command of Intelligence Units.....	5-6
508	Selection for Command of NAVRESSECGRU Units.....	5-6
509	Selection for Program Seven (SEABEE) Command Billets.....	5-6
510	Selection for RIAC.....	5-6
511	Selection for Command of NAVRES FLT HOSP and NAVRES Naval Hospital Units.....	5-6
CHAPTER 6 - IDT PARTICIPATION REQUIREMENTS		
601	Acknowledgement of Performance Requirements.....	6-1
602	IDT Scheduling.....	6-1
603	RS IDT Administration	6-2
604	Missed IDT Periods.....	6-2
605	Processing Requests for Excuse of Missed IDT Periods.....	6-4
606	ET.....	6-4
607	TAD IDT Administration.....	6-4
608	Removal of Unexcused Absences.....	6-4
609	Additional Duty (ADDU).....	6-5
610	Assignment of Inactive Duty Reservists to a Unit.....	6-5
611	Off-Site IDT.....	6-5
612	IDTT.....	6-5
613	Flexible (FLEX) IDT Option Procedures.....	6-5
614	Incremental IDT Periods.....	6-7
615	Military Funeral Honors Duty (FHD).....	6-7

<u>Article</u>	<u>Subject</u>	<u>Page</u>
CHAPTER 7 - IDT REPORTING PROCEDURES		
701	IDT Participation Reporting Procedures.....	7-1
702	Responsibility.....	7-1
703	Misrepresentation/Negligence.....	7-3
704	IDT Weekend Guidance.....	7-3
705	IDT Monitoring.....	7-5
706	Transfer Between Units.....	7-5
707	Unit IDT Recording.....	7-5
708	Individual IDT Recording.....	7-5
709	Reserve Pay Timing.....	7-5
710	IDT Periods Away From the Parent Unit.....	7-6
711	FY IDT Limitations.....	7-6
712	Reporting of IDT Periods Over 12 Months Old.....	7-6
713	"De facto" IDT Periods.....	7-6
CHAPTER 8 - ADDITIONAL IDT PERIODS		
801	General.....	8-1
802	Aviation Program Additional IDT Periods.....	8-2
803	COMNAVRESFORCOM Program Additional IDT Periods.....	8-3
CHAPTER 9 - STANDARD FILE MAINTENANCE REQUIREMENTS		
901	Personal IDT Folder.....	9-1
902	Disposition of Personal IDT Folder.....	9-1
903	Unit IDT/Accounting Folder.....	9-2
904	Unit Pay Report Folder.....	9-2
905	Transmissions Log.....	9-2
906	Unit Unadjudicated IDT Report Folder.....	9-2
907	Reports.....	9-2
CHAPTER 10 - ENLISTED PERFORMANCE EVALUATION AND COUNSELING SYSTEM		
1001	General.....	10-1
1002	Control of Submission/Quality Control.....	10-1
CHAPTER 11 - RATIONS-IN-KIND FOR ENLISTED PERSONNEL AND COMMERCIAL/BQ BERTHING FOR NAVRES PERSONNEL		
1101	General.....	11-1
1102	Policy.....	11-1
1103	Eligibility Requirements for Individual Meals.....	11-1
1104	Eligibility Requirements for Berthing.....	11-1
1105	Procurement.....	11-1
CHAPTER 12 - MEDICAL		
1201	General.....	12-1
1202	Physical Disqualification.....	12-1
1203	Disability Benefits.....	12-1
1204	Dental Qualification.....	12-1

<u>Article</u>	<u>Subject</u>	<u>Page</u>
CHAPTER 13 - PAY AND ALLOWANCES		
1301	General.....	13-1
1302	Career Sea Pay (CSP) for Reservists.....	13-1
1303	Special Pay and Allowances.....	13-2
CHAPTER 14 - PAY INQUIRIES AND DISCREPANCIES		
1401	General.....	14-1
1402	Officer Promotion Letters.....	14-1
1403	Inquiries Concerning IDT Pay.....	14-1
1404	Mailing of IDT Paychecks.....	14-1
1405	Returned IDT Paychecks.....	14-1
1406	Change of Check Mailing/Correspondence Addresses.....	14-1
1407	Stop Payment Action for Lost, Stolen, Destroyed or Missing Check.....	14-2
1408	Withholding Tax for Naval Reserve IDT Pay	14-2
1409	Program Management (PM).....	14-2
CHAPTER 15 - UNIFORMS		
1501	General.....	15-1
1502	Uniform Requirements.....	15-1
CHAPTER 16 - ENLISTED CLASSIFICATION PROGRAM		
1601	General.....	16-1
1602	Responsibilities.....	16-1
1603	Counseling.....	16-3
1604	Basic Reserve Intelligence Training (BRIT) Program.....	16-4
1605	Reporting of Civilian Skills Information.....	16-4
APPENDIX A - LIST OF EXHIBITS		
List of Exhibits.....		A-1
Exhibit 1	Affiliation Administrative Remarks, (NAVPERS 1070/613).....	A-3
Exhibit 2	Termination due to Ineligibility Administrative Remarks, (NAVPERS 1070/613)	A-4
Exhibit 3	Electronic Funds Transfer (EFT) Administrative Remarks, (NAVPERS 1070/613)	A-5
Exhibit 4	Administrative Reduction in Rate Administrative Remarks, (NAVPERS 1070/613)	A-6
Exhibit 5	Inactive Duty Training (IDT) Assignment in Japan Administrative Remarks, (NAVPERS 1070/613)	A-7
Exhibit 6	Sample Reaffiliation Waiver.....	A-8
Exhibit 7	Sample Request to Participate in E4 Navy-Wide Advancement Exam	A-9
Exhibit 8	RESCORE-R Administrative Remarks, (NAVPERS 1070/613).....	A-10
Exhibit 9	CB(VET) Program Administrative Remarks, (NAVPERS 1070/613)...	A-11
Exhibit 10	Drilling Reserve Enlisted Vacancy/Anticipated..... Loss Report	A-12
Exhibit 11	Transfer to VTU or Records Review, Administrative Remarks, (NAVPERS 1070/613)	A-13
Exhibit 12	Not Recommended for Reaffiliation Administrative Remarks, (NAVPERS 1070/613)	A-14

<u>Article</u>	<u>Subject</u>	<u>Page</u>
Exhibit 13	Sample Format for Mobilization/Overgrade Assignment Waiver Request	A-15
Exhibit 14	Temporary Not Physically Qualified (TNPQ) Administrative Remarks, (NAVPERS 1070/613)	A-16
Exhibit 15	Retained in Drilling Reserve Status Administrative Remarks, (NAVPERS 1070/613)	A-17
Exhibit 16	Personnel Residing Outside Reasonable Commuting Distance Administrative Remarks, (NAVPERS 1070/613)	A-18
Exhibit 17	Transfer to IRR Due to Residing Outside Reasonable Commuting Distance Administrative Remarks, (NAVPERS 1070/613)	A-19
Exhibit 18	Personnel Reporting on AD or ADSW Administrative Remarks, (NAVPERS 1070/613)	A-20
Exhibit 19	Sample Satisfactory Participation Requirements/Record of Unexcused Absence.....	A-21
Exhibit 20	Temporary Work Conflict/Personal Hardship/Temporary Residence Overseas Administrative Remarks, (NAVPERS 1070/613)	A-22
Exhibit 21	Flexible (FLEX) IDTs Administrative Remarks, (NAVPERS 1070/613)	A-23
Exhibit 22	Funeral Honors Duty Administrative Remarks, (NAVPERS 1070/613)	A-24

APPENDIX B - ACRONYMS

Acronyms...	B-1
-------------	-----

APPENDIX C - LIST OF INSTRUCTIONS AND PUBLICATIONS

List of Instructions and Publications.....	C-1
--	-----

APPENDIX D - INDEX OF FORMS

Index of Forms.....	D-1
---------------------	-----

CHAPTER 1AFFILIATIONS/ACCESSIONS

101. Naval Reserve (NAVRES) Affiliations. Policy and eligibility criteria for affiliations are in BUPERSINST 1001.39D. Physical standards are in Military Personnel Manual (MILPERSMAN), Manual of the Medical Department (MANMED) and OPNAVINST 6110.1F. Advanced Pay Grade (APG), Accelerated Initial Accession (AIA), Navy Veteran (NAVET), Other Service Veterans (OSVET), Construction Basic Veteran (CB (VET)), and Recruiting Selective Conversion Reenlistment-Reserve (RESCORE-R) accessions must comply with the provisions in this instruction and COMNAVRESFORINST 3500.13. All Master-at-Arms (MA) enlistments require Director, Naval Criminal Investigative Service (NCIS 24F) approval. Reserve Transition Benefits (RTB) recipients may not affiliate into pay status.

102. Enlisted Affiliation Procedures

a. COMNAVRESCUITCOMINST 1133.1E lists documents required for affiliation. If reenlistment codes, and/or recommendation for reenlistment are not available, applications for accession must be approved by Navy Personnel Command (NAVPERSCOM) (Pers-913). If recommendation for reaffiliations cannot be verified, members who are otherwise eligible may be affiliated after signing an Affiliation Administrative Remarks, (NAVPERS 1070/613), see appendix A, exhibit 1. Member's assignment will end effective the date of confirmation indicating ineligibility. Cite this paragraph as termination authorization. Personnel found ineligible for affiliation may not transfer from pay to nonpay units. Transfer the member to the Individual Ready Reserve (IRR) and forward the service record to Naval Reserve Personnel Center (NAVRESPERSCEN (N312)) Administrative Remarks, (NAVPERS 1070/613), will be completed prior to transfer (see appendix A, exhibit 2). The medical and dental records are sent to the Department of Veteran's Affairs, Service Medical Records Center, P.O. Box 150950, St Louis, MO 63115-8950.

b. Preenrollment of family members in Defense Eligibility Enrollment Reporting Systems (DEERS) is mandatory. Refer to BUPERSINST 1750.10A for procedures.

c. Per DoDFMR Volume 15, Article 240202, participation in Electronic Funds Transfer (EFT) is mandatory. Administrative Remarks, (NAVPERS 1070/613) entry is required for all new accessions (see appendix A, exhibit 3). The Naval Reserve Activity (NRA) Commanding Officer (CO) may grant individual exceptions. Exception guidance is provided in DoDFMR vol 5, article 240202.E.2. Once the reason for exception no longer exists the member must participate in EFT.

d. Administrative reduction-in-rate for the purpose of qualifying for affiliation in the NAVRES may be authorized with the following restrictions:

(1) Reduction-in-rate is voluntary and contingent upon affiliation.

(2) Commander, Naval Reserve Recruiting Command (COMNAVRESCUITCOM) (N31) is the approval authority.

(3) Applications considered for this affiliation option may not be approved if reduction-in-rate would place the member beyond High Year Tenure (HYT) limits per OPNAVINST 1160.7B.
COMNAVRESFORINST 1001.5D

(4) BUPERSINST 1430.16E provides specific reduction-in-rate administrative guidance.

(5) Each prospective candidate must sign an Administrative Remarks, (NAVPERS 1070/613) acknowledgment (see appendix A, exhibit 4).

e. Complete Navy Standard Integrated Personnel Systems (NSIPS) "gain" within 5 working days. The NSIPS gain entry automatically generates a service record request. For affiliations from the IRR, if the service record is not received within 60 days, contact NAVRESPERSSEN (N322) at 504-678-6746 or fax a copy of the orders marked "records request" to NAVRESPERSSEN (N322). The fax number is 504-678-5608. Do not send records requests to NAVRESPERSSEN until 60 days have lapsed from the date the gain is processed and the service records have not been received. Doing this only delays records request processing.

103. Officer Affiliation Accession Procedures. COMNAVRESCUITCOM is responsible for recruiting Drilling Reserve officers for Inactive Duty Training (IDT) pay assignments per the Drilling Reserve officer accession plan. All new accession affiliation requests for O4 and below to either pay or nonpay status will be processed by the local Reserve officer recruiter. All O5/O6 accession requests require accession waiver from COMNAVRESFOR (N11) (Officer Community Manager). Assignment to a pay billet via echelon III board action does not require recruiter involvement. NAVRES officers must be in an active status Ready Reserve (USNR-R) or Standby Reserve Active (USNR-S1) before being IDT issued IDT orders authorizing drill IDT participation. If a local or cross-assignment cannot be made, new officer accessions may remain In Assignment Processing (IAP) until a billet is available.

a. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM (N11)) has sole approval authority for pay billet quotas for new accession quotas to pay. Commander, Naval Air Force Reserve (COMNAVAIRFORES); Commander in Chief, U.S. Naval Forces Europe (CINCUSNAVEUR); Commander, Naval Reserve Readiness Command (NAVRESREDCOM), and COs of Naval Air Reserve (NAVAIRES), Naval Air Station (NAS), and Naval Air Facility (NAF) resulting from board action may approve nonpay assignments and issue orders for approved pay assignments.

b. Effective Date of Assignment. Do not authorize pay for IDT performed before the effective date of the officer's IDT orders. The effective date may not be earlier than any of the following dates:

- 1) Date orders to IDT were signed.
- (2) Date physical qualifications were established.
- (3) Effective date of transfer to the Ready Reserve.
- (4) Date flight status confirmed.
- (5) Date specified by approval authority.

c. Commands authorized to issue orders may also modify, change or terminate them with justification. Nonpay members may be assigned Additional Duty (ADDU) with Drilling Reserve units.

d. IDT orders issued to personnel in Explosive Ordnance Disposal (EOD) Team, Sea-Air-Land (SEAL) Team, SEAL Delivery Vehicle (SDV) Team, Special Boat Unit (SBU), Mobile Communications Team (MCT), Naval Special Warfare Unit (NSWU), Naval Special Warfare Group (NSWG), Mobile Inshore Undersea Warfare (MIUW) Team, and Mobile Diving and Salvage Units (MDSU) shall state if duty involves their particular specialty/qualifications.

e. Twice Failed of Selection. Any officer who twice fails selection by a Reserve promotion board to the next higher grade is eligible for affiliation in the NAVRES at their current rank in a nonpay status. Designators 2105/2905 may be eligible for affiliation in a pay status upon receipt of authorization from COMNAVRESFOR (N11).

f. Documents/requirements for initial affiliation. Affiliation, assignment documents and forms are listed in appendix C of BUPERSINST 1001.39D. The following documents/forms are required for initial affiliation:

1) Administrative Remarks, (NAVPERS 1070/613) entry agreement to participate in EFT.

(2) DEERS enrollment is mandatory for all Drilling Reserve personnel. BUPERSINST 1750.10A provides guidance/form requirements.

(3) Complete NSIPS "gain" within 5 working days. The NSIPS gain entry automatically generates a service record request. For affiliations from the IRR, if the service record is not received within 60 days, contact NAVRESPERSSEN (N322) at 504-678-6746, DSN 678-6746, or fax a copy of the orders marked "records request" to NAVRESPERSSEN (N322). The fax number is 504-678-5608 or DSN 678-5608. Do not send records requests to NAVRESPERSSEN until 60 days have lapsed from the date the gain is processed and the service records have not been received. Doing this only delays records request processing

g. Officer Orders. Only the approving authorities listed in paragraph 104a above may issue IDT orders. Order issuing authorities will use the Officer Application/Orders to Inactive Duty (NAVRES 1321/1) to issue orders and make billet assignments. Issuing authorities will process officer orders as follows:

(1) Screen applications for proper completion.

(2) Verify eligibility for assignment.

(3) Process SF-88 and SF-93 per MANMED (NAVMED P117) article 15-28. If there are any questions concerning an officer's physical status, hold in abeyance for further application processing pending final eligibility determination by Bureau of Medicine and Surgery (BUMED)(MED-25).

(4) Process applications for transfer to pay status for qualified members of the USNR-R and USNR-S1. Applicants from the Standby Reserve - Active must be eligible and request transfer to the Ready Reserve by submitting a Ready Reserve Transfer Request Service Agreement (NAVPERS 1200/1) to Commander, Naval Personnel Command (Pers-91) (COMNAVPERSCOM).

(5) Orders for aviation officers entitled to Aviation Career Incentive Pay (ACIP) must contain one of the following statements:

(a) For 1315/1325/2105 (Flight Surgeon) designated officers and 1515 designated officers who are Naval Aviators or Naval Flight Officers (NFO) assigned by mobilization billet to "Operational Flying" requirements, "ACIP authorized for Duty Involving Flying Operations (Duty in a flying status involving operational or training flights) (DIFOPS)."

(b) For 1315/1325 designated officers and 1515 officers who are Naval Aviators or NFOs assigned to authorized requirements other than Operational Flying, "ACIP authorized."

104. Residency/Affiliation Overseas (Note: This does NOT pertain to the Overseas Peacetime Contributory Support Program. (COMNAVRESFORINST 1001.7)).

a. Personnel assigned to units overseas may not perform IDT with any other overseas unit (i.e., assigned to a unit in London performing IDT in Italy). Forward assignment requests to the appropriate command. Requests should be submitted at least 60 days prior to anticipated departure from the Continental United States (CONUS). Submit requests via the supporting NRA if applicable. Enlisted personnel must include an Enlisted Application and Orders to a NAVRES Unit (NAVRES 1326/4), with the applicable member's section completed. Officers submit a letter application indicating unit, location and billet desired (if known). Officers must include the following information in their request:

(1) Current mailing address and contact address Outside Continental/Contiguous United States (OCONUS).

(2) Telephone numbers: Current day/night numbers. Point of contact number OCONUS if available.

(3) Anticipated date of departure from CONUS and arrival at contact address OCONUS.

(4) Anticipated duration of residency OCONUS.

(5) Statement that member will/will not accept a nonpay assignment if a pay assignment is not available.

(6) Government employees must also provide the name and OCONUS address of the government agency where they will be working.

(7) Those personnel drilling in Japan are required to sign Administrative Remarks, (NAVPERS 1070/613) (see appendix A, exhibit 5).

b. Established units are located:

<u>Location</u>	<u>Unit</u>	<u>RUIC</u>	<u>Approval Authority</u>
London, England	CINCUSNAVEUR D-130, NAVACTS 230,	86912 89940	CINCUSNAVEUR (N13)*
Stuttgart, Germany	(USCNEUR D-0130)	88820	CINCUSNAVEUR (N13)*
Rota, Spain	(VTU 3009)	3009G	CINCUSNAVEUR (N13)*
Naples, Italy	(VTU 3004)	3004G	CINCUSNAVEUR (N13)*

Yokosuka, Japan	(VTU 3005)	3005G	NAVRESREDCOM NORTHWEST
Seoul, Korea	(VTU 3101)	3801G	NAVRESREDCOM NORTHWEST
Naval Station Guam	(NAVSTA GUAM D-120 VTU 3006)	3006G	NAVRESREDCOM NORTHWEST

* Commander in Chief, U.S. Naval Forces Europe (N/13), PSC 802 Box 4, FPO AE 09499

c. Those personnel overseas, who become unsatisfactory participants will be transferred to the IRR or processed for administrative separation.

d. Personnel whose nonmilitary travel/residency overseas in excess of 30 days would create an IDT hardship may request transfer to the IRR provided they have completed their Initial Active Duty Training (IADT) or request Authorized Absence (AAs) up to 6 months per paragraph 604c(3).

e. Personnel who have not completed their IADT and whose temporary nonmilitary travel/residency overseas in excess of 30 days would create an IDT hardship are not eligible to transfer to the IRR therefore assignment of AAs is the only option.

f. The following personnel are not eligible for overseas assignment:

- (1) Members with temporary ratings.
- (2) Members who have not completed Basic Training/IADT equivalency (84 days of training).
- (3) Members failing to meet prescribed physical readiness standards.
- (4) Members testing Human Immunodeficiency Virus (HIV) positive.

g. Temporary Additional Duty (TAD) overseas is not authorized.

h. Support Services. Overseas affiliations enable members of the Ready Reserve to continue their Naval career. Overseas residents can earn retirement credit while meeting mobilization requirements of United States Military commands in select OCONUS locations. Affiliation overseas is authorized with the understanding that many of the administrative and logistical support services available at CONUS activities (e.g., messing, berthing, and uniform issue) will not be available.

i. Personnel residing overseas who desire to provide contributory support to an active Navy command in a pay status refer to COMNAVRESFORINST 1001.7 for application procedures.

105. Reaffiliation of Unsatisfactory Participants. Members terminated or separated from the Drilling Reserve with a characterization of "Not Recommended for Reaffiliation" require written approval from the NRA to which the member will be assigned using the format per appendix A, exhibit 6. The NRA CO will conduct a personal interview to determine the member's motivation, intentions and whether they are a positive asset to the NAVRES.

106. Enlisted Drilling Reserve or VTU Accessions

a. Affiliated members are assigned to units (either pay or nonpay). Accessions assign individuals against end-strength (pay units only). COMNAVRESCUITCOM controls enlisted accessions through a rating reservation system based on changing program requirements. You Recruiters must have a recruiting reservation number to access a new member, or an approved accession waiver from COMNAVRESFOR (N11) (Center CO's are not authorized to place a member into a pay status from VTU). Reservation numbers are not required for accession into the VTU. Any person with a recruiting reservation must be accessed, even if a vacant local mobilization requirement is not available. See paragraph 109d below for assignment policy on RESCORE-R personnel

b. Effective Date of Assignment. Do not authorize pay for IDT performed before the effective date of the enlisted member's IDT orders. The effective date may not be earlier than any of the following dates:

- (1) Date orders to IDT were signed.
- (2) Date physical qualifications were established.
- (3) Effective date of transfer to the Ready Reserve.
- (4) Date specified by waiver authority.

107. Drilling Reserve Enlisted Career Management Objectives (ECMO)

a. General. ECMO provides NRAs with manning statistics by individual rate. The list, published quarterly by an ALNAVRESFOR message, identifies open and closed rates, critical Navy Enlisted Classification (NECs) code, and advancement opportunities for Drilling Reservists.

b. ECMO Categories. The ECMO is used to determine eligibility for rating conversions, participation in E4 advancement examinations, and RESCORE-R program eligibility.

(1) Rate manning. Divided into the following three categories. Percentages are determined by comparing the Enlisted Program Authorizations to the onboard strength, by rating. ECMO categories are defined as follows:

- (a) Category A - Undermanned
- (b) Category B - Desired Manning
- (c) Category C - Overmanned

(2) Advancement opportunities. Divided into four categories as follows:

- (a) Category (1) - excellent
- (b) Category (2) - good
- (c) Category (3) - limited
- (d) Category (4) - minimal opportunity

(3) Critical NEC

(a) "Critical" determination results from both undermanning and replacement requirements (e.g., length of training or school quota availability).

(b) Members holding critical NECs or component NECs listed in the ECMO message are considered ECMO category "A".

c. Restrictions

(1) Ratings requiring class "A" school are closed to entry by non-designated strikers. Participation in the E4 advancement examination for these ratings requires NAVPERSCOM (Pers-812) approval. Requests should be received prior to 15 January or 15 July for the February and August examinations, respectively. Late requests will be considered for participation in the next exam cycle. Waiver requests will be submitted using the format found in appendix A, exhibit 7 of this instruction.

(2) Rating conversions are authorized from overmanned to lesser-manned categories. Conversions from category "A" are not authorized. Change of rate or RESCORE-R conversions into category "B" may be granted on a case-by-case basis. Conversions to category "C" are not authorized.

(3) Rating conversion applicants are required to meet the minimum ASVAB standard scores for the requested rating per COMNAVRESCUITCOMINST 1133.1E.

d. COs Implementing ECMO

(1) Counsel personnel in ECMO category "A" about the relative advantages and opportunities of a NAVRES career in their present rating. Conversions from category "A" will not be authorized.

(2) Counsel personnel in ECMO category "C" about the limitations of a NAVRES career in their present rating and encourage them to request conversion to category "A" ratings. Conversions to category "B" will depend upon current manning requirements at the time of the request. Conversion to category "C" ratings will not be approved.

(3) Counsel personnel holding or eligible for critical NECs about retaining eligibility or attaining a critical NEC. If eligible, make assignments to critical NEC requirements per this directive and NAVPERS 18068F section II. NAVPERS 18068F, section II defines NEC eligibility and gives application procedures.

108. NAVET Incentive/OSVET/APG/AIA/RESCORE-R Program Requirements. Members enlisted under these programs with paygrade or rating incentive options hold a temporary rate or rating until requirements for their temporary rate or rating have been completed. NAVET Incentive/OSVET/APG/AIA have a maximum time limit of 36 months from the date of enlistment to make their rate permanent. Members enlisting/affiliating under the RESCORE-R option have 18 months to complete the eligibility requirements to participate in the advancement examination to complete the lateral conversion, or in the case of designated strikers, concurrent conversion. Refer to article 1703 of this instruction concerning required counseling. Ensure appropriate Mobilization

Assignment Status (MAS) codes are assigned (i.e., TBX) as applicable for the enlistment/affiliation program.

a. NAVET Incentive program. This program provides for enlistment/reenlistment in a temporary paygrade for personnel having prior active or inactive service in the Navy or NAVRES with more than 4 years and less than 10 years break in Naval service. Personnel enlisting under this program will complete the professional and military courses for the temporary rate only. Nonprior Service Accession Course (NPSAC) and petty officer indoctrination courses are not required.

b. OSVET. This program provides for enlistment in a temporary paygrade for personnel having prior active or inactive service or presently serving in other Reserve components of the armed forces. Personnel enlisting under this program will complete the professional and military courses for paygrades E2 through the temporary paygrade. Petty officer indoctrination course is required for petty officers. NPSAC is not required.

c. APG. This program provides for the enlistment of APG personnel who are (or have been recently) employed in a civilian occupation, which relates to an undermanned rating. E3 APG enlistees require no occupational experience, which relates to Navy ratings with the following exceptions: Hospital Corpsman (HM) and Dental Technician (DT) require a minimum 12 months civilian experience; Master-at-Arms (MA), Intelligence Specialist (IS), Cryptologic Technician (CT), and all Construction Battalion (CB) ratings require a minimum of 1 month civilian experience. APG program requirements are in COMNAVRESFORINST 3500.13.

d. AIA. The AIA program allows nonprior service personnel to enlist at a permanent paygrade of E2 with a temporary paygrade of E3. Recruitment to this program will use existing AN, FN, and SN reservations. AIA program requirements are in COMNAVRESFORINST 3500.13.

e. RESCORE-R. This program allows recently separated/discharged NAVETS and IRR personnel who are in closed ratings and would otherwise be ineligible for enlistment/affiliation to access into open ratings via a change of rating. Eligible rates are identified in a quarterly ALNAVRESFOR ECMO message identifying rates eligible for RESCORE-R. Program requirements follow:

(1) Must be a NAVET in paygrades E4 through E6 or designated E3 striker who meets the professional growth criteria for reenlistment. Personnel in paygrade E3 must have less than 10 years of qualifying prior military service for retirement and personnel in paygrade E4 must have less than 11 years of qualifying prior military service for retirement.

(2) Must be within 60 months of date of release from Active Duty (AD) or transfer to the IRR from a Drilling Reserve status, whichever is later.

(3) Must be in an ECMO "C" rating at the time of recruitment and agree to convert to an ECMO "A" rating listed in the current ALNAVRESFOR ECMO message. Accessions to ECMO "A" ratings are authorized provided valid training could be obtained at the local NRA. Accessions to ECMO "B" ratings require approval from COMNAVRESFOR (N11) on a case-by-case basis.

(4) Must obligate to membership in the Ready Reserve for a minimum of 4 years from the date of enlistment or affiliation.

(5) Must complete lateral conversion prerequisites within 18 months from date of enlistment or affiliation unless modified by waiver from COMNAVRESFOR (N11). The exceptions to this are the Aerographer's Mate (AG), Legalman (LN), IS, and MA ratings, which have 36 months to complete conversion. Additional requirements for these ratings are in BUPERSINST 1001.39D. Aviation ASW Technician candidates must be prior aircrew-qualified and acknowledge awareness of training requirements specified in MILPERSMAN, BUPERSINST 1326.4D, and OPNAVINST 3710.7S. RESCORE-R personnel must receive documented counseling per article 1703. Failure to complete the program requirements within 18 months shall result in member's termination from the RESCORE-R program. Transfer members with ECMO category "C" to a nonpay drill IDT status in their permanent rating, or to the IRR. RESCORE-R failures are not eligible for future accession under the RESCORE-R program.

(6) Must participate in the first advancement examination following completion of all advancement prerequisites. To successfully convert, personnel must achieve a Standard Score (SS) of 37. Members failing to achieve a SS of 37 on the first attempt must participate in the next exam cycle. Failure to achieve a SS of 37 on the second attempt shall result in the transfer to nonpay in their permanent rate. Only designated strikers are authorized concurrent advancement through successful examination participation (e.g., Boatswain's Mate Seaman (BMSN) to Storekeeper Third Class (SK3)). All other RESCORE-R personnel must be laterally converted (e.g., BM3 to SK3) before competing for advancement. RESCORE-R personnel may not compete for advancement in their permanent rate. Conversion must be completed within 36 months of enlistment/affiliation.

(7) Rating conversion NEC will be requested upon enlistment (e.g., a BM converting to SK will be gained as a BM with an SK NEC of 2899) from NAVRESPERSCEN (N51) using the EPMAC 1221/2. COMNAVRESCUITCOM will ensure an EPMAC 1221/2 is forwarded to the NRA as part of the accession package. NRAs shall monitor NSIPS to ensure conversion NEC is reflected. If the conversion NEC has not reflected after 90 days, the NRA shall send a tracer to NAVRESPERSCEN (N51) using a copy of the original EPMAC 1221/2 from the accession package. Conversion NECs are listed in NAVPERS 18068F volume II, chapter III of NAVPERS 18068F.

(8) RESCORE-R participants shall be assigned to a local vacant billet of the same rating the member is converting to, consistent with the billet's vertical Reserve Functional Area and Sex Code (RFAS) codes. If no vacancy exists, participants must be assigned to a local unit whose billet structure contains an exact rating match in the same paygrade or higher. RESCORE-R participants placed IAP after initial billet assignment will be processed per paragraph 306 of this instruction.

(9) NRAs shall remove conversion NECs upon successful conversion, failure to demonstrate satisfactory progress, or failure to complete all requirements. COs/Officers in Charge (OICs) shall notify NAVPERSCOM (Pers-812) and COMNAVRESFOR (N11) of terminations. Ensure COMNAVRESFOR (N11) is a "copy to" on the EPMAC 1221/2 (Navy Enlisted Classification (NEC) Change Request.

(10) MA Rating. Requests for accession/conversion to the MA rating must be approved by Director, Naval Criminal Investigative Service (NCIS 24F) per BUPERSINST 1001.39D. Review and approval by NCIS is available by calling commercial (202) 433-9105 or DSN 288-9105.

(11) Religious Program Specialist (RP) rating applications must include a favorable endorsement from a Navy Chaplain for requests for accession to RP rating applications.

(12) IS rating. Submit requests for accession to the IS rating via the local Reserve Intelligence Program Officer (RIPO).

(13) Submit CT rating. Submit accessions requests via the local NAVRES Security Group (SECGRU) Program Representative.

(14) Members whose permanent rating has changed to an ECMO category "A" or "B" may request to revert to their permanent rating prior to program completion. Requests to withdraw from the RESCORE-R program should be submitted to COMNAVRESFOR (N11).

(15) Direct questions for rating eligibility determinations to COMNAVRESFOR (N11).

(16) Submit applications to COMNAVRESCRUITCOM (N31) per COMNAVRESCRUITCOMINST 1133.1E. Forward requests for RESCORE-R into ratings requiring an "A" school to NAVPERSCOM (Pers-812) via COMNAVRESCRUITCOM (N31) and COMNAVRESFOR (N11).

(17) Action

(a) COMNAVRESCRUITCOM shall:

1. Update COMNAVRESCRUITCOMINST 1133.1E to include procedures for RESCORE-R applications per guidelines in this instruction.

2. Ensure applications for conversion to ratings designated as ECMO category "B" are forwarded to COMNAVRESFOR (N11) for final review.

3. Ensure RESCORE-R accessions sign Administrative Remarks, (NAVPERS 1070/613) (see appendix A, exhibit 8) acknowledging all requirements needed (with exception of military courses already completed and documented) to make their conversion rate permanent and the consequences if the time frames are not met per this instruction.

(b) COMNAVRESFORCOM/COMNAVAIRFORES will monitor program administrative procedures for accuracy and ensure completion of program requirements within the time allowed.

(c) Echelon IV commands shall:

1. Provide guidance and control to ensure program effectiveness.

2. Monitor NSIPS entries for accuracy.

(d) NRAs:

1. Ensure NSIPS gains are submitted using member's permanent rate and Mobilization Assignment Status (MAS) code of TRP as defined in COMNAVRESFORINST 3060.7A.

2. Track RESCORE-R conversions ensuring NSIPS and service record entries are completed and reflect accurate affiliation data.

3. Provide resources necessary to complete requirements of the RESCORE-R Program.

4. Counsel all RESCORE-R personnel on a semiannual basis. Document to ensure participants are aware of their status (toward completion of requirements or a need for a COMNAVRESFOR (N11) waiver. Include the consequences if requirements for advancement are not completed within the required time frame). File original Administrative Remarks, (NAVPERS 1070/613) in service record.

5. Ensure the termination of all personnel who fail to demonstrate satisfactory progress or fail to complete all requirements within the prescribed time frame. Consider requesting a waiver for members experiencing unusual circumstances. COs/OICs shall determine reaffiliation status and notify NAVPERSCOM (Pers-812) and COMNAVRESFOR (N11) of terminations.

6. COMNAVRESFOR (N11) waivers may be submitted for the following with supporting documentation:

a. Members whose rates change to ECMO "A" or "B" from "C" can submit a waiver request to drop out of the RESCORE-R program and be retained in a drill IDT pay status in their permanent rate.

b. Members who fail to demonstrate satisfactory progress or fail to complete requirements may submit a waiver request to extend time allowed to complete requirements.

7. Additional guidance on management of the APG/NAVET/OSVET/RESCORE-R programs, including separations, appeals, satisfactory performance, can be found in BUPERSINST 1001.39D.

109. Construction Basic Veteran (CB(VET)) Recruiting Program. The CB(VET) Program is designed to enlist veterans from any service interested in a military career within the construction trades. Requirements are as follows:

a. Enlistment/affiliations are open to paygrades E3 or E4 in construction ratings listed in the current ALNAVRESFOR Drilling Reserve ECMO message Category "A" or "B", with the exceptions of the Engineering Aid (EA) rating.

(1) The minimum enlistment required is 3 years. Drilling Reservists currently under contract must have a minimum of 3 years remaining on their enlistment contract to meet program requirements. To be eligible for the Drilling Reserve Montgomery GI Bill-Selected Reserve (MGIB-SR), MSO must be at least 6 years.

(2) NAVET personnel will be enlisted/affiliated in their permanent rating, in a paygrade no higher than E4, with subsequent temporary rating change to a construction rating (e.g., MMFN (CMCN), MM3 (CM3)).

(3) OSVET personnel will be enlisted with a permanent rate of Seaman E3, with a subsequent temporary rating change to a construction rating no

higher than E4 (e.g., SN (CM3)). OSVETS cannot be enlisted into a paygrade higher than they held in their previous service.

(4) Construction experience is not required. Veterans must have completed a minimum of 12 weeks IADT, basic training, or equivalent and be reenlistment eligible.

(5) Applicants in a temporary paygrade of E3 must have no more than 9 years prior military service. Applicants in the temporary paygrade of an E4 must have no more than 11 years of prior military service.

(6) Applicants must meet entrance and minimum ASVAB test score requirements, per COMNAVRESCUITCOMINST 1133.1E. A valid ASVAB test is required for all applicants not under contract; ASVAB waivers may be submitted per COMNAVRESCUITCOMINST 1133.1E, chapter 2.

b. CB(VET) members advanced to E5 in their permanent rating by an advancement exam cycle that took place prior to CB(VET) program enrollment will have the choice of accepting a reduction in permanent rate to E4 to remain in the program, or be released from the program to be reassigned in their permanent rating as an E5.

c. CB(VET) personnel will be assigned only to the following program units:

- (1) Naval Mobile Construction Battalion (NMCB)
- (2) Naval Mobile Construction Battalion Augment Unit (NMCB AUG)
- (3) Construction Battalion Maintenance Unit (CBMU)
- (4) Naval Construction Force Support Unit (NCFSU)
- (5) Naval Construction Regiment

d. NAVETS will keep their military qualifications however; OSVETS will be required to complete military courses for that paygrade.

e. Gain Administration

(1) Gain CB(VET) Accessions/Affiliations by using the Mandatory Drill Code (MDC) 4, Military Obligation Designator (MOD) O, and MAS code TCB. Before entering the gain on a CB(VET) who is a NAVET, NRAs must contact their echelon IV Pay Research Coordinator to verify the members current rating held in the Navy personnel systems. Once the gain is processed, the NRA will make a personal data entry in the NSIPS changing the permanent rating to the temporary CB rating. Ensure the effective date of rate is not changed from the date of rate used when initially gained as a CB(VET).

(2) Upon affiliation of CB(VET) applicant, a Navy Enlisted Classification (NEC) Change Request, EPMAC 1221/2, will be prepared and submitted by the NRA to Commanding Officer, Naval Reserve Personnel Center (NAVRESPERScen) (N201E), for assignment of NEC 9920. The NRA must request removal of this NEC from NAVRESPERScen (N201E) when the member makes his/her rating permanent.

f. CB(VET) requirements to make the rating permanent are:

(1) Qualifications Standards Book (QSB), also known as the "A" School Construction Rating Skills Equivalency Handbook (E3 and E4).

(2) Rating Manual for Petty Officer Third Class (E3 and E4).

(3) Obtain SS of 37 or better on the advancement exam (E4 only). QSB and all course requirements must be completed prior to taking advancement exam. For clarification, temporary EO3 takes EO3 exam; temporary CM3 takes CM3 exam. NEC 9920 must reflect in members NSIPS account prior to taking exam otherwise an exam-processing error will result.

(4) Military Requirements for Petty Officers Third and Second Class (NAVEDTRA 14504) and Petty Officer Indoctrination (E4 OSVETS only)

g. Program Failure. The NRA shall release CB(VET) personnel who do not complete program requirements within the 36-month timeframe specified on their enlistment contract, or who demonstrate unsatisfactory performance. Personnel in this status are not eligible for reentry into the CB(VET) program, and are not authorized reenlistment/extension beyond the 36-month mandatory obligation without prior approval from COMNAVRESFORCOM (N1). Unit COs may submit a request for reenlistment/extension to COMNAVRESFORCOM (N1) with a copy to the local NRA. Required administrative actions upon failure are:

(1) Revert the member to their permanent rating.

(2) Submit EPMAC 1221/2 to remove the NEC 9920.

(3) Transfer the member to the IRR or process for Administrative Separation (as appropriate).

h. Naval Construction Force (NCF) gaining commands will provide the QSB to CB(VET) personnel. Unit COs will exercise validation authority over training resources used for completing the QSB.

i. Unit COs/OICs are further required to:

(1) Track CB(VET) personnel through a standard Navy Facility (NAVFAC) approved CB(VET) Progress Report.

(2) Submit quarterly Unit Level Progress Reports to their respective Naval Construction Regiment.

(3) Submit Quarterly Individual Level Progress Reports to the member's respective NRA Training Department.

(4) Require counseling (mentoring) for their CB(VET) members focusing specifically on steps to complete the CB(VET) Program.

j. All personnel accessed into the CB(VET) Program will sign an Administrative Remarks, (NAVPERS 1070/613) (see appendix A, exhibit 9).

110. MOD Assignments. The following is the MODs that are assigned to the personnel in the various programs. Updating and verifying MODs is an instrumental tool used to track and monitor those personnel assigned to specific programs:

- MOD A - Prior USN service but member has not completed initial 8-year MSO.
- B - Naval Reservist who initially enlisted in the Non-Prior Service program. Less than 1 year of IADT following affiliation.
- C - Advanced Paygrade (APG) enlistee who has not completed the requirements for making their rate permanent.
- D - APG enlistee who has completed their requirements for making their rate permanent but has NOT fulfilled their 6-year IDT obligation.
- E - APG enlistee who has completed their requirements for making their rate permanent and fulfilled their 6-year IDT obligation.
- F - NAVRES enlistee under the OSVET or NAVET program who has NOT completed the requirements for making their rate permanent.
- G - OSVET/NAVET who has completed the requirements for making their rate permanent.
- H - AIA who has NOT completed the requirements to make their rate permanent.
- I - AIA who has completed the requirements to make their rate permanent but has NOT completed their 4-year IDT obligation.
- J - AIA who has completed the requirements to make their rate permanent and completed their 4-year IDT obligation.
- K - A CB(VET) who has not completed their requirements for making their rate permanent.
- L - A CB(VET) who has completed requirements for making their rate permanent.
- O - Enlistee who has completed their initial 8-year MSO.
- R - RESCORE-R who has not completed the lateral conversion to their new rate.
- S - RESCORE-R who has completed lateral conversion to their new rate.

111. MDC. Currently suspended for possible use under future program changes. Enter 0 for all personnel.

CHAPTER 2UNIT/PROGRAM ASSIGNMENTS

201. General. Certain units are designated in Reserve Headquarters System (RHS) as priority for manning to ensure operational or mobilization readiness, or by limiting assignment to local personnel or Cross-Assigned In (CAI) from a like unit. The goal of Reserve unit manning is to assist in maintaining desired readiness levels by directing assignment of Reservists to the vacant billets. Units with a priority code have that priority code listed on their Reserve Unit Assignment Document (RUAD).

202. Priority Manning. NRAs must make every effort to man priority IA and IB units to at least 95 percent. Do not involuntarily transfer personnel assigned to a valid billet in a lower priority unit to a priority IA or IB unit that is at or above 95 percent. Except for Naval Reserve Force (NRF) ship remote detachments, NRF Explosive Ordnance Disposal Mobile Units (EODMU), and U.S. Marine Corps Units, do not assign Reservists CAI to or Cross-Assigned Out (CAO) of priority IA or IB units. The primary method of filling vacancies in priority IA and IB units is through new accessions and voluntary transfers. Assign officer and enlisted Naval Reservists as follows:

a. Priority IA Units. Assignment to priority IA units takes precedence over all other assignments. Priority IA units must report vacancies and anticipated losses to supporting echelon IV commands so recruiting and reassignment action can be initiated immediately. Anticipated loss reports may be based on results of reenlistment screening required by MILPERSMAN article 1160-030 or other appropriate reasons. Submit Drilling Reserve Enlisted Vacancy/Anticipated Loss reports (report symbol COMNAVRESFOR 1910-1) in the format of appendix A, exhibit 10 of this instruction. Echelon IV commands will direct transfer and assignment of IAP personnel to vacancies within the NRA.

b. Echelon V commands will assign cross-assigned personnel. Assign personnel for up to 1 month IAP to replace anticipated losses.

c. Order members residing within a reasonable commuting distance and who are eligible and qualify for assignment by either exact rate; designator; NEC, or Naval Officer Billet Classification (NOBC) code match, within vertical RFAS to transfer to vacant billets within the reasonable commuting distance. Terminate the drill IDT pay assignment of officer and enlisted nonobligors who decline orders to priority IA units per paragraph 302a of this instruction.

d. Personnel cannot refuse orders; however, transfer is not complete until the member reports to the priority unit for duty. If individuals fail to report to their new assignment and participation becomes unsatisfactory, the losing activity will process them for unsatisfactory participation. Annotate reason for termination on the orders.

203. Special Assignments

a. Diver Qualified Personnel. Assign officers per COMNAVSURFRESFORINST 7220.1D with diving NOBCs and enlisted personnel with diving NECs to Special Warfare (SPECWAR), SEAL, EOD, Mobile Diving and Salvage Unit (MDSU), or other units having specific NOBC/NEC requirements for divers. Assign HMs holding NEC 8492 who are SEAL qualified to SEAL units. If a local billet for the

NEC/NOBC is not available, CAO the individual to a billet into a unit listed above.

b. Surface Warfare Officer (SWO) Designation. Assign qualified SWOs to billets that require SWO designation. Do not assign officers to other requirements when local unfilled SWO requirements exist.

204. Submarine Force (Program 1). Locally assign or CAO members qualified in submarines or possessing submarine-related NOBCs or NECs, to submarine program requirements. Do not assign such Reservists to other billets when submarine program vacancies exist.

205. Air Forces (Program 5)

a. Enlisted Aircrew. Except as noted in paragraph 225 of this instruction; assign enlisted personnel to duty involving flying as directed by COMNAVAIRFORES. ASW Operators are authorized Duty Involving Flying Crew (DIFCREW) status. Issue DIFCREW orders to personnel completing Class "A" School/Reserve ASW Training Center Sensor Operator training.

b. Aerospace Designated Officer Assignments. Assign Aerospace designated officers to aviation requirements per COMNAVAIRFORESFORINST 3710.4D.

(1) Members must meet medical standards (Medical Service Group) per OPNAVINST 3710.7S.

(2) All 1315/1325 officers and 1515 officers who are designated Naval Aviators or NFOs are eligible for ACIP provided they meet mobilization assignment criteria in BUPERSINST 1001.39D. They must also meet the physical standards in MANMED (NAVMED P117), chapter 15 and the physical readiness standards in OPNAVINST 6110.1F.

(3) Upon initial assignment, officer gains must be entered into NSIPS and accepted into the Inactive Manpower and Personnel Management Information System (IMAPMIS) before NAVPERSCOM (Pers-911D5) will establish Aviation Commission Date and Aviation Service Entry Date for ACIP entitlement.

c. Operational Billets. Only assignments to operational billets count towards the months of flying needed to qualify for continuous ACIP at the 12- and 18-year gates. The Chief of Naval Operations (CNO) has designated operational flying assignments as follows:

(1) Designated Officers 1315/1325. All 13XX billets in Reserve Force Squadrons (RESFORONS), C-12/T-39 logistic units, training units providing flight instructor augmentation of Naval Air Training Command, and Commander, Carrier Air Wing Reserve-20 (COMCARAIRWINGRES TWO ZERO) units are operational flying assignments. All other 13XX/RUAD billets are Duty Involving Flying Denied (Duty in a flying status not involving flying) (DIFDEN) regardless of the Assignment Designator (ADESIG) appearing on the RUAD.

(2) Designated Officers 21XX (Flight Surgeon). All 21X5 (NOBC 0110/0045) only Flight Surgeon billets assigned to Drilling Reserve squadrons are operational flying assignments. Flight Surgeon billets in units located at sites not supporting NAVAIR Force aircraft are DIFDEN regardless of assignment designator appearing on the RUAD.

(3) Officers in DIFDEN Status. Per OPNAVINST 3710.7S, officers in a DIFDEN status shall not perform aircrew duties unless waived by competent authority.

d. Flight requirements

(1) Naval aviators who have not served in a DIFOPS position within the past 5 years are not normally approved for pilot billets.

(2) Aviators permanently placed in Medical Service Group II are restricted from carrier operations except in helicopters.

(3) COMNAVAIRFORES and Local Area Coordinators for Air (LACAIR)(NAS/NAF/NAVAIRES COs) may assign Medical Service Group II and III Naval Aviators to a unit.

e. Specific Assignments

(1) VP Squadrons. Prospective pilots and NFOs should be fleet VP qualified. When sufficient fleet VP qualified pilots or NFOs are not available, order-approving authorities must consider fleet experience, motivation, ability, and individual background. Pilots and NFOs with no ASW experience in fleet squadrons or no attendance at formal ASW courses in the past 3 years, must attend Reserve ASW Training Center Officers' ASW Tactical Course, or a comparable course conducted by Fleet Aviation Specialized Operational Training Group Atlantic or Patrol Squadron 30.

(2) VFC/VF/VAQ/VFA Squadrons. Members should have completed operational or jet aircraft training and/or served in similar type fleet squadrons for at least 12 months within the past 5 years. Do not assign pilots with only multiengine propeller experience to VFC/VF/VAQ/VFA squadrons.

(3) VAW Squadrons. Aircrew members should have completed operational training in fleet VAW squadrons or have been assigned to fleet VAW squadrons for at least 12 months. When sufficient fleet VAW qualified aircrew are not available, consider candidates on motivation, ability, and individual background.

(4) Helicopter Squadrons

(a) Members should be certified as a naval helicopter pilot.

(b) When certified naval helicopter pilots are not available, COMNAVAIRFORES (N82) will consider requests from fixed wing pilots. Fixed wing pilots in this category are not normally assigned to helicopter squadrons when qualified for locally unfilled requirements in fixed wing squadrons.

(c) When assigned to helicopter squadrons, pilots who are not helicopter qualified must perform continuous Active Duty for Training (ADT) for transitional training in helicopters until qualified.

206. Fleet Marine Force (FMF) (Programs 5 and 9)

a. Commands issuing orders must comply with COMNAVRESFORINST 1540.10B when they have Reservists attached to Selected Marine Corps Reserve units.

b. Assign all HMs with NEC HM-8404 and DTs with NEC DT-8707 who reside within a reasonable commuting distance of a NAVRES unit in support of the U.S. Marine Corps to that unit if a local billet exists. Exceptions are as follows:

(1) Members affiliated from AD who completed an overseas FMF tour or deployment within the past 2 years.

(2) Members who have just completed 3 years of Drilling Reserve participation in a program 5 or 9 Selected Marine Corps Reserve support billet and desire transfer to a hospital/clinic unit to enhance their clinical mobilization value.

c. Provide HM and DT personnel with NEC HM-0000/DT-0000 the opportunity to perform IDT with Marine Corps support units and provide training via the Navy Enlisted Classification Code Attainment Program (NECAP) for NEC HM-8404/DT-8707.

d. Encourage members completing 3 years of participation in program 5 or 9 assignments to continue in the program. They should ensure that clinical and in-rate-training skills are kept current through appropriate training with their unit and consolidated training programs with hospital/clinic units.

207. Naval Expeditionary Logistics Support Force (NAVELSF) (Program 6)

a. The NAVELSF consists of 12 Navy Cargo Handling Battalions (NCHBs) and 52 Advanced Base Functional Components (ABFC) units. The 12 NCHBs are structured as headquarters units with up to six detachments. Cross-assign Reservists to fill valid mobilization requirements within an NCHB as follows:

- (1) Headquarters to detachment,
- (2) detachment to headquarters, and
- (3) detachment to detachment.

b. Do not cross-assign Reservists between different NCHBs. Cross-assignment of personnel within similar Naval Supply (NAVSUP) ABFC unit types is permitted to support unit manning (i.e., Navy Overseas Air Cargo Terminal (NOACT) to NOACT, Field Training Units (FTU) to FTU, etc.). Do not cross-assign Reservists between different NAVSUP ABFC unit types.

c. COMNAVRESFORCOM (N12CB/N11CB) is responsible for assigned personnel to Occupational Field (OF) 13 and Civil Engineering Corps (CEC) billets in Program 6 units. COMNAVRESFORCOM (N12CB/N11CB) may only cross-assign CEC and OF-13 personnel to Program 6 units within the local geographic area.

d. COMNAVELSF Staff officers and E7 through E9 enlisted members are chosen by selection boards as follows:

(1) CAPT/CDR. National Billet Selection Board.

(2) LCDR and below, E7 through E9. COMNAVELSF Selection Board. LCDR and below staff members may be CAI if they reside outside a reasonable commuting distance. Administratively assign staff members CAI to a unit (within Program 6, if possible) located at the NRA closest to their

residence. All E6 and below assignments to COMNAVELSF Staff are local assignments and should have no assignment outside a reasonable commuting distance.

208. Construction Force (Program 7)

a. Mobilization assignments to Construction Force units are restricted to personnel who train with Construction Force units. Other Reserve program units may not cross-assign personnel to RNCF (Program 7) units.

b. COMNAVRESFORCOM (N12CB) holds total responsibility for processing officer assignment orders to all Program 7 units. COMNAVRESFORCOM (N12CB) will process all requests for transfer to the IRR from officers in Program 7 units. Use the NAVRES 1301/5 to process requests from officers who request transfer from Program 7 units to other units. Ensure coordination between cognizant NRAs.

c. COMNAVRESFORCOM (N12CB/N11CB) has total responsibility for all officer and enlisted billet assignments within Program 7. NRAs will affiliate enlisted personnel and assign them IAP. COMNAVRESFORCOM (N12CB) will make the appropriate billet assignment through the Reserve Training Support System (RTSS). If no local vacant billet exists enlisted personnel in construction ratings may be gained into a local non-Program 7 unit that has a valid billet for the member.

d. COMNAVRESFORCOM (N12CB) is responsible for the assignment of personnel to Program 46 (construction battalion augment units).

e. Do not make any local assignments to NMCBs, NCFSUs, or CBMUs except where appropriate for CB(Vet) personnel per article 110 of this instruction. Personnel are assigned to a local detachment for administrative purposes and cross-assigned to a billet in the parent NMCB, NCFSU or CBMU.

f. Assign all nonpay CEC officers and nonpay OF-13 E8 and E9 personnel to a general VTU.

209. Security Group (SECGRU) (Program 16). The COMNAVRESFORCOM (N2C) SECGRU Program Coordinator must approve officer and enlisted assignments and cross-assignments to SECGRU units.

210. Intelligence (Program 17)

a. Reserve Intelligence Area Commanders (RIACs) are the personnel/billet managers for all 1635, 6450 and 7450 officers, IS and support personnel (e.g., YN, PN, DM) with top secret/sensitive compartmented information clearances assigned within their area of responsibility. RIACs control all 1635, 6450 and 7450 and IS assignments to Naval Reserve Intelligence Program (NRIP) units and nonintelligence units. The Office of Naval Intelligence (ONI-14) may restrict assignment to personnel with special qualifications.

b. The unique qualifications and requirements for assignment to NR Defense Attaché 0166 (area experts and linguists), NR ONI 0766 (linguists), and NR ONI 1666 (civil maritime experts), necessitate nation-wide employment of personnel assets. Orders assigning personnel to the above units will specify the local IDT site and include that IDT site as "copy to" on orders. Send IDT documentation to the unit's headquarters at NAF Washington.

c. The unique qualifications and requirements for assignment to NR NICHQ 0170, Commander, Naval Reserve Intelligence Command (COMNAVRESINTCOM) (Staff Support) and NR ONI HQ DET 0170 (RIACs/command chiefs) necessitate personnel assignment from nationwide assets. COMNAVAIRFORESINTCOM (N2) or COMNAVRESFORCOM (N2) as appropriate will assign personnel residing outside a reasonable commuting distance to a local intelligence unit (at the air site nearest their residence) and CAO to one of the above units. COMNAVRESINTCOM approves NR ONI 0170 assignments and COMNAVRESFORCOM (N2) approves RIAC and command chief assignments. Orders will indicate COMNAVRESINTCOM as regular reporting senior for personnel assigned (local and CAI) to these units.

211. Naval Air Systems Command (NAVAIRSYSCOM) (Program 25)

a. COMNAVRESFORCOM (N7) must approve initial assignment of 11XX, 13XX, or 15XX officers to Air System Program (ASP) units or VTUs. The appropriate NAS/NAF/NAVAIRES/NAVAIRESCEN/NAVRESCEN will initiate requests for assignment. Send letter requests to COMNAVRESFORCOM (N7) via Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) (Air-09P4). Requests must include a current Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1) (commonly known as an NRQQ) plus any additional supporting documentation such as a professional resume. COMNAVRESFORCOM will notify requesting activities of final disposition. Initial assignment of direct commissioned 15XX/6XXX officers requires prior approval from the order issuing authority (NAS/NAF/NAVAIRES). Initial assignment of officers with designators other than 11XX/13XX/15XX requires prior approval from the order issuing authority (NAS/NAF/NAVAIRES), provided the assignment is an exact designator match. Upon assignment of approved officers, Reserve activities will forward a copy of IDT orders to COMNAVAIRSYSCOM (Air-09R). Transfer of officers between ASP units does not require COMNAVRESFORCOM approval.

b. Initial assignment of 11XX/13XX officers is normally limited to Lieutenant Commanders (LCDRs) and below. COMNAVRESFORCOM (N7) may assign 11XX/13XX Commanders (CDRs) to an ASP VTU after they submit their requests to change their designator to 15XX per MILPERSMAN 1212-010. COMNAVRESFORCOM may consider waivers to this policy when a serious shortfall in unit manning exists.

c. Prospective 13XX/1515 candidates for ASP unit assignments must meet the following prerequisites:

(1) Undergraduate (preferably graduate) degree in engineering, physical science, or computer science.

(2) Current civilian or military experience involving aerospace aviation weapons systems or related support systems.

(3) A minimum of 4 years AD experience involving operation, development, acquisition, production, testing, logistics support of aircraft, and air weapon systems.

(4) A combination of the prerequisites in paragraphs 211c(2) and (3) above.

d. Prospective 1525 candidates for ASP unit assignment must meet the following prerequisites:

(1) Undergraduate (preferably graduate) degree in engineering, computer science, physical science, management, or business;

(2) current civilian or military experience in systems management, maintenance, or logistics support of aviation weapons systems or related support systems; or

(3) a minimum of 2 years experience at the organizational or intermediate maintenance levels; or

(4) a combination of the prerequisites in paragraphs 211d(2) and (3) above.

e. Prospective 11XX candidates for ASP unit assignment must meet the following prerequisites:

(1) Undergraduate (preferably graduate) degree in engineering, computer science, or physical science;

(2) current civilian or military experience involving aviation, ship, or submarine weapon systems or related support systems; or

(3) a minimum of 2 years experience involving development, acquisition, production, testing, or logistic support of aircraft, ships or submarine weapon systems, or related support systems; or

(4) a combination of the prerequisites in paragraphs 211e(2) and (3) above.

212. Naval Sea Systems Command (NAVSEASYS COM) (Program 29)

a. NAVSEAINST 1001.3J governs the qualification of Naval Reserve Engineering Duty (NRED) officers (14X5 designators). NRED officers may have the designators 1445 (Ship Engineering Specialist) and 1465 (in-training for 1445).

(1) Assign all 1445/1465 designated officers and non-14XX designated officers accepted into the NRED Qualification Program (NREDQP) to 14XX requirements. NAVPERSCOM (Pers-812) issues waivers to non-14XX designated officers accepted into the NREDQP so they can fill a 14XX requirement during their time in training for the 1445 designator. Do not assign 1465 officers who have been removed from the NREDQP to 14XX requirements.

(2) If an NRED qualified officer is not available, order-approving authorities may assign an unrestricted line officer that meets the academic requirements of NAVSEAINST 1001.3J to a 14XX billet. When an NRED qualified officer becomes available and is otherwise eligible for assignment to the mobilization requirement, assign the officer as soon as practicable.

b. Fill 1XXX officer requirements with either unrestricted line officers or 14XX designated officers.

c. Fill other officer requirements, which are neither 1000 nor 14XX with officers holding the applicable designator.

213. Supply Systems Command (Program 30). When possible, assign officers commissioned under the NAVRES Supply Corps Direct Commission Program to

NAVSUP sponsored units (program 6 or 30) until they satisfactorily complete the Navy Supply Corps Basic Qualification Course. Officers disenrolled from the Basic Qualification Course are not eligible for assignment to 3105 billets.

214. Merchant Marine Reserve (MMR)(Program 31)

a. The MMR Program authorizes participation of MMR officers as either Merchant Marine Individual Ready Reserve Group (MMIRRG) or a Drilling Reservist. The governing directive is OPNAVINST 1534.1B. The Merchant Marine program manager is COMNAVRESFORCOM (N14). The program sponsor is Deputy CNO (N42E). The program technical manager is Military Sealift Command (MSC).

b. Assignment Eligibility

(1) The COMNAVRESFORCOM MMR Program Office (N14) administers MMR officers in the IRR. These officers belong to the MMIRRG. All MMIRRG officers in good standing are eligible to voluntarily participate with NAVRES units to obtain additional training and retirement points. The MMR Program Office issues authorization for this voluntary nonpay IDT participation.

(2) There are 117 billets specifically coded for MMR officer designators within MMR Operational Command Headquarters (MMROCH) units (Program 31) and MSC units (Program 21). These billets are available to 1XXX officers who hold a current U.S. Coast Guard Merchant Marine License.

(3) Drilling Reserve Affiliation. COMNAVRESFORCOM (N14) must approve all accessions of MMR officers to Drilling Reserve or VTU.

215. Medical (Program 32). BUMED has Operational Control (OPCON) of Program 32 Units. This includes AT, ADT, Active Duty for Special work (ADSW) requests. Using Fleet Hospital Units outside of Claimancy 18 must be requested through OPNAV 093. COMNAVRESFORCOM (N01M) has Administrative Control (ADCON) over Program 32 units. Program 32 personnel are assigned to structured units with optional IDT opportunities as follows:

a. The Physician Reservists in Medical Universities and Schools (PRIMUS) program provides flexible training opportunities at various medical universities and schools. Refer to COMNAVRESFORINST 1570.13C for further guidance.

b. Reserve Flexible (Drilling Opportunities) (REFLEX) provides medical department personnel the opportunity to accumulate 4 hours IDT credit on an hour-by-hour basis up to a maximum of 40 REFLEX IDT periods per Fiscal Year (FY). Reservists must perform the remaining 8 IDT periods (2 per quarter) at their supporting NRA. Refer to COMNAVRESFORINST 1570.9D for further guidance.

216. Law (Program 36)

a. The Judge Advocate General (JAG) as required by 10 U.S.C. 806 (Article 6, UCMJ) controls duty assignment of all Reserve JAGs regardless of program. JAGINST 1301.2B publishes the application format and filing deadlines. Request interim billet assignments from COMNAVRESFORCOM (N00J).

b. Assign only fully trained Legalmen (LNs) to independent duty assignments, where no supervisory Judge Advocate (2505 designator) officers are attached. Do not make any independent duty LN assignments without prior approval of COMNAVRESFORCOM (N00J).

217. Religious Ministries Program (Program 37)

a. In geographic areas where interservice training is feasible, NRA COs may authorize Chaplains and RPs to drill IDT at another military installation. Issue appropriate documentation (normally in the form of orders) for off-site training.

b. Assign RPs regular duties in direct support of Command Religious Programs. COMNAVRESFOR (N01G) approval is required for assignments that result in RPs performing IDT at sites independent of a chaplain.

218. Naval Science and Technology Reserve Program (Program 38)

a. The Chief of Naval Research (CNR) is the technical manager for the Science and Technology (S&T) Reserve Program (Program 38), which includes billets assigned to the Director, Test and Evaluation and Technology Requirements (CNO N091) (AUC 00011), the Office of Naval Research (ONR) (AUC 00014) and the Naval Research Laboratory (NRL) (AUC 00173). The program 38 Resource Sponsor is CNO (N091). The Director, Naval Science and Technology Reserve Program (ONR 09R), is the designated representative of the CNR, serves as Program Director and as the Reserve Liaison Officer (RLO) for CNO (N091) to the Director, Naval Reserves (CNO (N095)).

b. There is no specialty established for the management and assignment of either S&T AD or Reserve officer personnel. Most billets are open to all unrestricted line designators. There are specific billets designated for 1800s, 2300s, 13xx and 1510, and 1630 officers to support key S&T programs in tactical oceanography; Chemical, Biological, and Radiological Defense (CBRD); Unmanned Aerial Vehicles; and S&T intelligence respectively. Enlisted billets call for personnel from the HM, YN, CTA, and various aviation ratings.

(1) In general, each Program 38 officer should have a strong technical background to enable effective liaison and management of S&T projects. This includes a technical degree, preferably advanced (M.S. or Ph.D.), and at least 5 years technical work experience to complement their Naval experience. Due to the diverse nature of supported warfare areas and technologies, Reservists may have acceptable knowledge and experience in a wide variety of technical fields; however, qualifying experience must enable a Reservist to be immediately useful in understanding how technologies can be applied to different operational environments. In many cases, program management experience is also highly desired since assignments often include planning and inserting technologies into Fleet/FMF operational arenas.

(2) Security Clearance. Many Program 38 officers and enlisted personnel will be assigned to classified projects and must have the proper security clearance. These billets provide vital contributory support requiring Sensitive Compartmented Information (SCI) access. To qualify for assignment to one of the SCI access billets, a current military or civilian sponsored Single Scope Background Investigation (SSBI) for access to Top Secret and SCI is required. Due to the time required to process SSBIs, it is imperative that officers selected for these billets already have a current

(5 year) SSBI if they are able to make any contribution to these ongoing projects during their first year in the billets. Applicants for Program 38 CAPT and CDR billets designated as requiring a current SSBI must include a current OPNAV 5520 (Certificate of Personnel Security Investigation, Clearance, and Access) (OPNAV 5520) with their application when applying.

(3) Certain billets require participation in various projects and close integration of military and civilian resources with supported commands. The assigned officer must live within daily commuting distance from supported commands and have civilian work flexibility to drill IDT during the week.

(4) A key focus area of Program 38 is Chemical Biological Radiological Defense (CBRD). Medical Service Corps (MSC) applicants for Program 38 billets specifically designated for 2300 designators must have specific qualifications. Program 38 must obtain MSC officers with the proper expertise and technical experience. This normally requires MSC officers with an advanced technical degree and/or civilian experience in such areas as microbiology, biochemistry, toxicology, environmental or physical sciences, and radiation health to complement their Naval experience. HMs in Program 38 support CBRD technology demonstrations, exercises, and training. Enlisted personnel will qualify after assignment through On-The-Job training (OJT) with CBRD technologies and attending various joint service CBRD schools.

(5) Program 38 provides support to the Center for Interdisciplinary Remotely Piloted Aircraft Studies (CIRPAS) program. Selected billets require officers with 1315 designators. Candidates for these billets must have an FAA pilot certification at the time of billet assignment.

(6) Assignment tenure is 3 years. An optional 1-year extension waiver may apply to selected billets.

219. Selective Service (Program 39). Officers assigned to billets in this program must have prior written approval of the Director, Selective Service System. Assignment tenure is 3 years with an optional fourth year at the request of the Selective Service System.

220. VTU (Program 40). The VTU is used for two purposes, to provide qualified personnel the opportunity to drill in a nonpay status, and as a holding unit for certain personnel.

a. VTUs provide members in an Active Status (USNR-R, USNR-S1) but not in the Drilling Reserve program, the opportunity to voluntarily participate in IDT if training is available. Nonpay members must meet assignment eligibility requirements in MILPERSMAN 1100-050. Assignment is to General VTUs or Program VTUs (e.g., SECGRU, CEC, Intelligence, Law, Dental, and Research) only. When requested, assign VTU members ADDU to support other squadrons or units. Nonpay members must maintain satisfactory IDT participation and may request Annual Training (AT) and/or ADT if available. Reserve activity COs should task VTU members with direct support roles locally or at other active commands in the area. Vigorous support to Reserve commands and other area commands is an excellent method to establish the basis for a member's EVAL/FITREP, maintain professional currency and enhance potential for future assignment to a pay billet in the case of officer personnel. VTU personnel should also participate in the Naval Reserve Officers Training Corps (NROTC) and Naval Junior Reserve Officers Training Corps programs, Naval Sea Cadet Corps (NSCC), and Sea Power Programs. Per paragraph 222 below, VTU members may receive retirement point credit for

participation in the Naval Reserve Support Element (NRSE) program. COMNAVRESFORINST 5760.2C authorizes nonpay IDT credit for participation in the NSCC program. IDT retirement point credit earned under the NSCC Program counts toward satisfactory participation. Transfer VTU members who fail to maintain satisfactory performance to the IRR per determination of the NRA CO. MILPERSMAN 1100-050 permits assignment of Key Federal Employees who want to participate in IDT to VTUs only. Assign VTU personnel to the NRA closest to their residence. Echelon IV approval is required for assignment to an NRA not closest to their residence.

b. Personnel who are being processed for determination of physical qualification will be assigned to the VTU per article 307.

c. Personnel undergoing administrative board action that could result in retention will be assigned to the General VTU pending resolution of their case. They are not authorized to drill, and will be assigned AAs.

d. Do not use the VTU as a holding unit for unsatisfactory participants or for personnel who have failed their third Physical Fitness Assessment (PFA) or body fat standard in a 4-year period.

221. Records Review (Program 44)

a. Assign personnel undergoing administrative separation processing, and who will definitely be separated (e.g., personnel being separated by reason of civil conviction) to the appropriate echelon IV Records Review Unit.

b. The NRA of the gaining unit will assign a MAS code of "AAP."

c. Personnel are not authorized to drill. Issue AAs until the member is either discharged or cleared for return to drilling status.

d. The NRA will ensure the member signs an Administrative Remarks, (NAVPERS 1070/613) entry acknowledging the member's assignment to VTU (see appendix A, exhibit 11).

e. The NRA will send the Page 13 Administrative Remarks, (NAVPERS 1070/613) (see appendix A, exhibit 11) via certified return receipt mail to last known address for personnel who cannot be located. If an enlisted member cannot be located, file the return receipt with the original Page 13 in the member's service record and continue separation processing. If an officer cannot be located, transfer the member to the IRR and report the action to NAVPERSCOM (Pers-911) for separation.

f. Personnel authorized to return to drill IDT status from Records Review status must be affiliated into a pay status through the recruiting process. The NRA must ensure a new SGLI election form is completed. Refer to paragraph 307.

222. Naval Reserve Support Element (NRSE) (Program 45). Members may be assigned primary or secondary duties in NRSE units and receive retirement point credit. IDT pay is not authorized.

a. NRSE reporting seniors must certify all nonpay IDT drills and submit certification to the parent NRA for proper credit.

b. Officers with primary/secondary participation require a concurrent FITREP by their NRSE reporting senior. Reporting seniors for area NRSE units follow:

<u>Unit</u>	<u>NRSE Reporting Senior</u>
NRSE CRUITCOM ASST RC	CO, Navy Recruiting District
NRSE SEA POWER RC	CO, NRA
NRSE SEA CADET RC	CO, NRA

c. For Secondary Participation: Modify orders to read:

"In addition to your basic orders, you are authorized secondary additional participation in a nonpay status with (unit) effective (date). Submit your nonpay Inactive Duty Training reports to (Parent NRA for NRSE unit) via (NRSE reporting senior) for certification and retirement point credit."

223. Naval Reserve Fleet Hospitals (NAVRESFLTHOSP) (Program 46). BUMED has OPCON over Program 46 Units. This includes AT, ADT, ADSW requests. Using Fleet Hospital Units outside of Claimancy 18 must be requested through OPNAV 093. COMNAVRESFORCOM (N01M) has ADCON over Program 46 Units. COMNAVSURFRESFORINST 5400.5C is the governing instruction. NAVRESFLTHOSPs are structured with detachment headquarters, detachments, and CBMUs. (All billets are now kept in HQ, and all members are cross-assigned). Refer to paragraph 215b for REFLEX guidance.

224. Individual Mobilization Augmentees (IMA). IMAs are assigned to individual mobilization billets identified to augment the active or wartime emergency structure of the Department of Defense (DoD) and other departments or agencies of the government. These billets must be filled on, or shortly after, mobilization. Requirements:

a. Assignment is to a valid mobilization requirement. IMAs are assigned against Drilling Reserve end-strength.

b. Must train with the organization to which assigned.

c. Must perform at least 12 days AT per FY.

d. Perform IDT commensurate with the training required to maintain their required skill levels (0-48 periods of IDT).

e. May not be primarily assigned to the Reserve component or subordinate commands.

f. May not be assigned to vacant AD billet, peacetime only requirements.

g. May be formed into detachments to facilitate training or administration.

h. May be assigned outside DoD to fill approved military mobilization requirements with the Coast Guard, Selective Service System, and Federal Emergency Management Agency (FEMA).

i. May be assigned to valid Office of Secretary of Defense, Joint Staff, Secretary of the Navy (SECNAV), and other joint service mobilization requirements.

j. Must maintain satisfactory participation per BUPERSINST 1001.39D.

225. Female Personnel

a. Female Naval Reservists may be affiliated with NAVRES units based on SECNAV authorized assignment policy to counterpart or similar type active forces, with the exception of Reserve units that conduct training where berthing conditions preclude female assignment.

b. Generally, treat enlisted women in the same manner as enlisted men. Minor differences in administration include discharge policies relating to pregnancy and childbirth, certain differences in matters of discipline, and variations in berthing requirements. MILPERSMAN 1620-010 and 1620-020 cover matters of discipline, MILPERSMAN 1910-112 and 1910-120 cover matters concerning separation.

c. A mobilization billet's gender code is the fourth digit of the RUAD RFAS codes. Billets coded "E" allow male or female assignments. Billets coded "M" allow males only assignment. Do not assign females, local or cross-assigned, to units with all male requirements. Waivers are not authorized.

226. Security Clearances and Special Access Eligibility

a. All officers, CTs, and all other enlisted members assigned to mobilization billets requiring access to SCI in the Naval Reserve Security Group (NAVRESSECGRU) Program, must have a Special Background Investigation (SBI) completed within the past 5 years. The Department of the Navy Central Adjudication Facility (DONCAF) must determine they meet Director Central Intelligence Directives (DCID) 1/14 eligibility requirements for SCI access. Unit COs (Assistant Special Security Officers) must interview candidates for NAVRESSECGRU program units and provide a positive recommendation. Candidates must submit proper SBI investigation forms to the appropriate Program Representative, if required. AD COs may grant appropriate clearance levels (Secret, Top Secret) for which individuals may be eligible under SECNAVINST 5510.30A. However, individuals are not authorized access to SCI until a favorable adjudication of an SBI is complete or DONCAF has verified eligibility for access (meet DCID 1/14 standards), and individuals are indoctrinated for SCI. Send all requests for DCID 1/14 standards to DONCAF and authorization to indoctrinate for SCI, based upon eligibility determination from DONCAF, via the program representative.

(1) Assign officers to NAVRESSECGRU program units to fill valid mobilization requirements only after favorable adjudication of an SBI or DONCAF has verified eligibility for access to SCI (meet DCID 1/14 standards). Process cryptologic (161X) officers who do not receive a satisfactory SBI for change of designator or discharge.

(2) CTs and all other enlisted members may request mobilization assignments to NAVRESSECGRU program units if they meet DCID 1/14 standards or program representative review of SBI investigation forms indicates they will eventually meet these standards. Assign temporary rated CTs to NAVRESSECGRU units only. Process CTs (permanent and temporary) who do not receive a

satisfactorily adjudicated SBI for change of rating per BUPERSINST 1001.39D or for discharge per MILPERSMAN 1910-130, 1910-132, or 1910-164.

b. All officers, ISs and all other enlisted members assigned to NRIP units or to Naval Reserve Command Intelligence Support (NRCIS) mobilization requirements (e.g., an IS or 1635 requirement in a nonintelligence unit) must have an SBI completed within the past 5 years. The DONCAF must determine they meet DCID 1/14 eligibility requirements for SCI access. Candidates who desire affiliation with NRIP units or assignment to NRCIS requirements must receive a positive recommendation from the local RIAC and submit proper SBI investigative forms to the appropriate RIPOs. RIACs may affiliate and assign candidates if they meet DCID 1/14 standards or the RIPO's review of investigative forms indicates they will eventually meet these standards. AD COs may grant appropriate clearance levels for which individuals may be eligible under SECNAVINST 5510.30A. Send investigative forms directly to Defense Investigative Service with a copy to Commander, Naval Intelligence Command (COMNAVINTCOM) (NIC-04). The COMNAVINTCOM copy must include two copies of a Special Intelligence Eligibility Determination Request (NAVINTCOM 5510/12). The Request for Personnel Security Investigation (DD Form 1879), block 7, must request that SBI results be returned to COMNAVINTCOM (NIC-04). This will allow proper Navy adjudication and recording of SBI results and eligibility for SCI access. Upon completion of adjudication, COMNAVINTCOM will provide notification of candidates' SBI results/eligibility for SCI access. COs will not grant access to classified information or SCI unless DONCAF has granted an appropriate clearance and the individual is assigned to NRIP units or NRCIS requirements.

(1) Process Intelligence (163X) officers who do not receive a satisfactory SBI for change of designator or discharge.

(2) Process ISs (temporary and permanent) who do not receive a satisfactory SBI for change of rating per BUPERSINST 1001.39D or discharge per MILPERSMAN 1910-130, 1910-132, or 1910-164.

c. To the maximum extent possible, assign personnel with SBIs to mobilization requirements requiring SBIs. Do not reassign personnel with SBIs, current or in processing, who are in mobilization assignments requiring SBIs, to billets not requiring SBIs, regardless of unit priority, without concurrence of the appropriate RIAC.

(1) To adequately train for and perform their Strategic Sealift role, MMR, USNR officers shall hold Secret clearances.

(2) All other individuals must obtain proper clearances for their particular rating or mobilization assignment per SECNAVINST 5510.30A and BUPERSINST 1430.16E.

227. Conflict of Interest

a. Do not assign officer and enlisted members to units or billets where either their civilian employment or financial interests could create a conflict of interest per DoD 5500.7-R.

b. When questions arise regarding possible conflict of interest between civilian employment or financial interest and unit assignment, the cognizant Reserve activities must forward a current Dictionary of Occupational Title (DOT) Skills (NAVRES 1220/4) to the prospective mobilization activities for

resolution. When appropriate, Reservists will furnish a Confidential Financial Disclosure (SF 450).

c. Conflicts within units caused by civilian relationships can affect objectivity within the unit chain of command. Personnel should be screened for past or present business or professional relationships (e.g., employee and employer, professional and client, vendor and customer) and any family or marital relationship. Husband and wife cannot be in the same unit or under the same reporting senior.

d. Do not assign government employees to a mobilization billet in the office where they are employed as a civilian. Do not use IDT as a continuation of an individual's job. Refer unresolved questions to COMNAVRESFOR (N003).

CHAPTER 3

PERSONNEL ASSIGNMENTS

301. Unit Assignments. Activities will use the NSIPS RUAD to manage assignments for their Reserve units. The NSIPS RUAD is the official manning document and manpower authorization for the unit. Update and transmit NSIPS RUAD changes as they occur. Enter Mobilization Billet Assignment, MAS code and Individual Readiness Assessment Designator (IRAD) changes to keep mobilization assignments and individual readiness current. The NSIPS RUAD contains specific requirements for NOBCs/NECs, designator/rating and paygrade. Whenever possible, make exact match of NOBC/NEC, designator/rating, and paygrade. Assign personnel to mobilization billets in the following priority:

<u>PRIORITY</u>	<u>NOBC/NEC (IF ANY)</u>	<u>DESIGNATOR/ RATING</u>	<u>PAYGRADE</u>
(1)	Match	Match	Match
(2)	Match	Match	RFAS
(3)	Match	RFAS	Match
(4)	Match	RFAS	RFAS
(5)	RFAS	Match	Match
(6)	RFAS	Match	RFAS
(7)	RFAS	RFAS	Match
(8)	RFAS	RFAS	RFAS

302. IDT Pay Assignments

a. General. Assign officers, LCDR and below, and enlisted members to unfilled billets at the assigned NRA per the unit allowances on NSIPS RUAD. If local billets are not available assign officers and enlisted personnel to unfilled billets at another activity within a reasonable commuting distance, per paragraph 103 of this instruction.

(1) Advise individuals of the value of drilling locally with their parent unit. If drilling locally proves difficult NRA may cross-assign them to a vacant billet. Individuals should still participate in unit IDTT and perform AT with their parent unit, but need not perform drill IDT with their parent unit every month. This does not apply to personnel assigned to priority IA and IB units. (See paragraph 305b(3))

(2) If a member decline such orders, terminate their IDT pay orders, "Not recommended for reaffiliation, reenlistment" (for enlisted), and send their service/health records to NAVRESPERSSEN (N312). Make an Administrative Remarks, (NAVPERS 1070/613) entry (see appendix A, exhibit 12). Assign obligors within a reasonable commuting distance per the needs of the Navy.

(3) Complete transfer EVALS/FITREPS before sending records to NAVRESPERSSEN. Include remarks indicating reason(s) for ending assignment and reaffiliation remarks in the sample Page 13(see appendix A, exhibit 12. Ensure the FITREP (for E7-E9) reflects substandard performance, if appropriate.

b. Enlisted Assignments to Mobilization Requirements. Reserve activities must use discretion in selecting and assigning members to Drilling Reserve mobilization billets. Consider all aspects of eligibility, such as

recent AD experience and performance, previous IDT performance, compatible civilian occupation, physical fitness, NEC requirements, subspecialties, and mobilization potential.

(1) APG, OSVET, and NAVET members are eligible for assignment in their temporary rate to any NAVRES unit that has appropriate vacancies.

(2) Reassign personnel ineligible for continued assignment due to advancement to billets commensurate with the higher grade.

(3) Personnel in surface ratings cannot perform IDT at air activities unless locally assigned to a surface-rating requirement or an RFAS authorized substitution.

(4) Personnel in aviation ratings cannot perform IDT at surface activities unless locally assigned to an aviation-rating requirement. Do not allow RFAS substitution of aviation ratings to fill surface rating requirements unless waived by COMNAVRESFORCOM (N11).

(5) If members cannot be assigned using the parameters of paragraph 301 above transfer them to an appropriate air or surface activity. If an appropriate activity is not within a reasonable commuting distance from their residence, afford them the following options:

(a) Commute to an NRA of their choice by POC or airlifts if available.

(b) Submit a change of rating request per BUPERSINST 1001.39D.

(c) Transfer to the local VTU.

(d) Transfer to the IRR (Active Status Pool).

(e) Transfer to the Fleet Reserve, if eligible.

(6) Local NRAs must assign personnel with conversion NECs to a billet commensurate with their NEC (e.g., assign a PN2 with conversion NEC of 0199 to a BM2 billet). Local NRAs may assign members to conversion billets pending approval of the rating conversion request. RESCORE-R personnel will be assigned to a billet commensurate with their RESCORE-R rate.

c. Officer Assignments to Mobilization Requirements

(1) Assign "best qualified officers" per allowances on the unit RUADs.

(2) Do not affiliate Campus Liaison Officers in an IDT pay status.

d. Officer/Enlisted Precedence of Assignment. Except for billets with critical designators, SSPs and NOBCs, do not assign a senior officer to a billet requiring a junior officer (CAPT to CDR billet and CDR to LCDR billet). Assign LCDRs and below to any billet for which they are eligible. Only echelon III commanders have waiver authority. If all personnel placement criteria considered for assigning individuals to a billet are regarded as equal (e.g., same rate, grade, NEC, NOBC, active service), then use the following precedence in making all pay assignments:

(1) First Precedence. Members separated from AD and on their first affiliation with less than 6 months as a Drilling Reservist.

(2) Second Precedence. Personnel with a mandatory drilling obligation (e.g., APG, and AIA).

(3) Third Precedence. Enlisted personnel authorized an enlistment or affiliation bonus and officers receiving incentives under the Health Care Professionals Program, Loan Repayment Program, or Recruitment Bonus Programs.

(4) Fourth Precedence. Personnel properly accessed to IDT pay assignment in their first 6 months of affiliation in the NAVRES. This is defined as the very first affiliation with the NAVRES in a pay status (e.g. U.S. Navy member serves 4 years AD and affiliates with Drilling Reserve). Personnel lose their priority standing if they are subsequently lost from pay status and reaffiliate, except those members identified as first precedence.

(5) Fifth Precedence. Enlisted personnel who have completed 3 years with NRF Ships or FMF units who request assignment to shore duty at a local Reserve activity.

(6) Sixth Precedence. Officers and enlisted personnel who meet none of the above criteria.

e. Assignment of CAPTs and CDRs to noncommand billets. Normal assignment to CAPT and CDR requirements is limited to a maximum of 36 months. Subject to COMNAVRESFORCOM/COMNAVAIRFORES guidelines, order-issuing authorities may extend assignments 1 year to not more than 4 years. The activity responsible for administrative support will ensure NSIPS Projected Rotation Date (PRD) entry reflects updated PRD. Refer to current FY COMNAVRESFORCOMNOTE 5400 for CAPT/CDR noncommand billet screening and detailing procedures.

(1) Assignment to CAPT and CDR requirements is determined by formal board action. COMNAVRESFORCOM will convene a board specially tasked with screening officers for assignment to CAPT and CDR billets. Assignments are made from nominees and alternates recommended by the board. When practicable, conduct assignment screening with other regularly scheduled selection boards. Incorporate the same composition and application procedures.

(2) Determine tour assignment and PRD from the date of initial assignment to a billet (not the date the officer was assigned to the unit). This allows Executive Officer (XO) to CO progression within the same unit.

(3) Announce CAPT and CDR vacancies in advance. Include non-command vacancies in annual vacancy Apply program. NAVRES Air Site COs and NAVRESREDCOMs may stagger CAPT and CDR PRDs to ensure that approximately one third of the total available CAPT and CDR requirements become available annually.

303. Assignment Substitution Policy

a. General. Since exact rate or grade/designator matches are not always possible, unit assignment documents provide RFAS codes that identify allowable substitutions.

b. RFAS Codes. Tables of authorized RFAS codes are in COMNAVRESFORINST 5320.1B. Forward requests to change RFAS codes for specific mobilization requirements on RUADS, via/from gaining command, to COMNAVRESFORCOM (N13).

304. Unit Assignment Waivers. Request an assignment waiver when a critical need exists for an individual's mobilization skills. Waivers must be in the format shown in appendix A, exhibit 13 of this instruction.

a. Officers. Assign junior officers to mobilization requirements commensurate with their grade unless a waiver is authorized.

(1) Grade Waivers. Units will submit requests to their echelon III for approval via the chain of command (NAVRESREDCOM/NAS/ NAF/NAVAIRES) including their AD gaining command. NAS/NAF/NAVRESREDCOM/NAVAIRES process grade waivers from echelon V commands as required. Waiver approving authorities must closely examine all waiver requests and rigorously apply the following criteria:

(a) Vacant mobilization billets must not be the only justification for waiver.

(b) Overgrade assignments must not create an unacceptable grade inversion at gaining commands.

(c) No waivers if other qualified officers are available for assignment within a reasonable commuting distance. Conduct liaison between co-located air and surface activities.

(d) The officer requesting a waiver must be the best choice for the assignment.

(e) Advise overgrade officers that they may lose their billet if an officer in the proper grade becomes available.

(f) Requesting activities will continue to seek exact matches for overgrade assignments.

(2) Designator Waivers. Submit waiver requests to COMNAVAIRFORES (N12)/COMNAVRESFORCOM (N12) via the administrative chain of command. Requests shall state those areas of experience and education that qualify applicants for the vacant mobilization billets. Designators listed on assignment documents represent required mobilization skills. Waivers permit officers with appropriate skills to fill valid mobilization requirements. Do not submit designator waiver requests for staff corps officers.

(3) NOBC Waivers. Submit requests for waiver of essential NOBC requirements to COMNAVAIRFORES (N12)/COMNAVRESFORCOM (N12), as appropriate.

b. Enlisted. Submit enlisted waiver requests, via the administrative chain of command, to COMNAVRESFORCOM (N12) or COMNAVAIRFORES (N12). NRF ships, Naval Inshore Undersea Warfare Group (NAVIUWGRU), MIUW, and RESFORONs forward waivers via the appropriate NAVRESREDCOM, NAS, NAF, NAVAIRES, or NAVAIRESSEN. Requests must certify nonavailability of qualified personnel eligible for assignment to the billet. Waivers expire at the end of each FY. For NRF Pri-crew units, waivers will expire at the member's PRD.

305. Cross-Assignments. Reservists in a pay status must have mobilization billets. Since demographics preclude local assignment at every activity, individuals who perform IDT at another activity may fill mobilization requirements by cross-assignment.

a. Place cross-assigned individuals in local units that can provide training for their mobilization billets.

b. Cross-assignments are not authorized for the following:

(1) CAPTs and CDRs (except as specified in annual FY policy message).

(2) Units with a priority designation in RHS, unless specifically authorized in this instruction.

(3) Mobilization Assignment Control Group (MACGs.)

(4) VTUs.

(5) Intelligence units (Program 17) without approval from cognizant RIACs or RIPOs.

(6) SECGRU units (Program 16) without approval from the NAVRESSECGRU Program Manager.

c. Echelon III commanders may authorize waivers when required to provide assignment of personnel to commissioned Reserve units with specific skills and experience. Echelon III commanders may direct cross-assignments to enhance the management of specific programs.

d. Qualified members available locally may displace members CAI (within RFAS substitution criteria) when no other local unfilled requirement is available. Echelon III commanders may issue more restrictive guidance to achieve billet stabilization.

306. In Assignment Processing (IAP)

a. Retention in Pay Status. Personnel must satisfy an authorized Drilling Reserve manpower requirement to remain in pay status. Generally, this means assignment to a Drilling Reserve unit billet. Retain personnel in their first IDT assignment in a pay status without a Drilling Reserve unit billet for up to 6 months, unless unsatisfactory participation or regulation requires earlier termination. Retain AIA/APG personnel (assigned as Training and/or Retirement Category (TRC) "X") in a pay status regardless of billet assignment. Unless specified elsewhere in this directive, do not retain nonobligor officer and enlisted personnel IAP in a pay status unless assigned to a billet by the end of the month following the month in which they were placed IAP.

b. Exceptions. Retain personnel in the following categories in a pay status regardless of billet assignment provided the total number of personnel in an IAP status NAVRES-wide does not exceed CNO (N095) established limits.

(1) Officers receiving incentives under the Health Care Professionals Program.

- (2) Officers who possess a seriously undermanned designator or NOBC.
- (3) Direct Commission Officers and Limited Duty Officers/Chief Warrant Officers. Retain for 3 years from date of commissioning regardless of availability of local mobilization billet.
- (4) Enlisted personnel receiving a bonus.
- (5) Personnel with an IDT obligation. (First term contracts with either a 4 or 6 year IDT obligation.
- (6) HMs.
- (7) Enlisted personnel in ECMO category A or B. Includes personnel with a change of rate/RESCORE-R conversion NEC.
- (8) Enlisted personnel who possess a critical NEC (requires COMNAVRESFOR (N11) approval).

307. Personnel Undergoing Administrative/Medical Processing

- a. A member found to be Temporarily Not Physically Qualified (TNPQ) by local medical authority will be retained in their current unit and billet. They may not perform AT, ADT, ADSW, or IDTT, but may perform IDT if authorized by the medical department. TNPQ status is authorized for up to 6 months, and may be extended for an additional 6 months with approval from COMNAVRESFOR (N01M). Complete appropriate Administrative Remarks, (NAVPERS 1070/613) (see appendix A, exhibit 14 or 15).
- b. Personnel who have been found Not Physically Qualified (NPQ) by local medical authority and who undergo BUMED/BUPERS review for determination of physical qualification will be retained in their current unit and billet. Members may not drill, however, and will be assigned AAs. If found to be physically qualified, the member may resume drilling. If found to be NPQ, and the member elects a Physical Evaluation Board (PEB), transfer the member to the General VTU per paragraph 220 above, and assign AAs. Complete Administrative Remarks, (NAVPERS 1070/613) (see appendix A, exhibit 15)
- c. Assign personnel undergoing administrative board action that could result in retention to the General VTU as discussed in paragraph 220.
- d. Assign personnel undergoing Administrative Separation processing and who will definitely be separated (e.g., personnel being separated by reason of civil conviction) to the appropriate echelon IV Records Review Unit per paragraph 221 above.
- e. Submit a Detachment of Individual EVAL/FITREP upon member's assignment to VTU/Records Review. Submit a Not Observed (NOB) Detachment of Individual EVAL/FITREP upon member's separation from the Naval Reserve or return to IDT status as appropriate per BUPERSINST 1610.10.
- f. Personnel transferred to the VTU and ultimately retained are eligible for accession back to pay status via the recruiting process discussed in chapter 1.

CHAPTER 4TRANSFERS/TERMINATIONS401. Officer Transfers

a. Losing activities will use the Reserve Officer Request for Transfer/Termination (NAVRES 1301/5) to initiate officer transfer requests between NAVRES units or between billet requirements in the same unit. Mail an endorsed copy of the NAVRES 1301/5 to the member. Transfer officers without assignments to vacant billets at another NRA if within a reasonable commuting distance. Transfer officers who refuse such assignment to the IRR, "Not Recommended for Reaffiliation" per paragraph 302 above. Forward their service/health records to NAVRESPERS-CEN (N312). Order approving authorities are listed in paragraph 104 above.

b. Do not transfer officers approved for "In-training status" to another mobilization assignment that requires "In-training status" until approved by NAVPERSCOM (Pers-912). Officers assigned an "In-training status" may transfer to a billet requiring their current designator or specialty. Such assignment cancels their "In-training status."

c. Modify IDT orders when:

(1) Reorganization deletes mobilization requirements and the displaced officer cannot be reassigned within allowances.

(2) A waiver expires. Do not delay transfer pending action on waiver requests.

(3) Command/billet tenure expires.

(4) Members did not change designator or "In-training status" expires.

(5) Refer to chapter 12 in this instruction for personnel found Temporary Not Physically Qualified (TNPQ) or Not Physically Qualified (NPQ).

d. Transfers between squadrons/units at the same location

(1) NAVRESREDCOM/NAS/NAF/NAVAIRES may authorize officer transfers only when the following criteria are met:

(a) The gaining activity's order approving authority approves the transfer. The CO of the losing command, if a commissioned unit, must also approve the transfer.

(b) The officer is eligible for the new assignment.

(2) Forward copies of the officer transfer orders to:

(a) Military Personnel Management Branch NAVPERSCOM (Pers-313C).

(b) Losing and gaining unit's and supporting NRAs.

(c) NAVAIRSYSCOM (AIR-09R4) (Air Systems Program (ASP) officers only).

(d) NAVSEASYSYSCOM (CHENG/NR1) (Sea Systems Program officers only).

(e) Any special distribution listed on the NAVRES 1301/5.

(3) Local officer transfers will direct officers to report to CO/OIC of their new unit. Examples:

(a) "...Modified as indicated below, effective 2 July 1994, report to CO, VA 999 at NAS JRB Willow Grove for IDT. ACIP authorized for Duty Involving Flying-Operations (DIFOPS)."

(b) "...Modified as indicated below, effective 2 July 1994, report to CO, VTU 9999 at NAVMARCORESCEN Milwaukee, WI for IDT in a nonpay status."

(4) All orders must indicate the physical location of the permanent drill IDT site, I.E. "at NAVRESCEN, Fargo, ND" or the gaining command if that is where the majority (more than 50 percent) of the IDTs are performed.

(5) Air sites are NOT authorized to transfer Reserve unit COs, unless specifically directed by COMNAVAIRFORES. When authorizing the transfer of a Reserve unit CO, ensure the order modification contains the statements shown below:

(a) "Reference (), which designated you as the Commanding Officer of (UNIT) is canceled effective (DATE) due to (REASON) (e.g., expiration of command tenure, expiration of waiver, etc.)."

(b) "This action requires detachment of reporting senior FITREP."

(6) When officers are selected for command modify their orders as follows:

(a) "You are assigned as Commanding Officer, (UNIT NAME) for inactive duty training in a pay status and Additional Duty to (UNIT'S GAINING COMMAND). Reporting senior is _____."

(b) If applicable: "Upon assumption of command you will report by letter to (REPORTING SENIOR)."

e. Transfer between stations. Officers must provide advance notice of expected transfers to losing activities to establish a transfer date and avoid interruption of Drilling Reserve status. Upon receipt of signed transfer orders the losing activity must complete the NSIPS check out procedure.

(1) Attach a copy of current Naval Reserve Qualification Questionnaire NRQQ for Inactive Duty Personnel (NRPC 1200/1) to transfer requests.

(2) If losing activities fail to process transfer requests, gaining activities may initiate a NAVRES 1301/5 only after notifying the losing activity.

(3) The gaining NAVRESREDCOM/NAS/NAF/NAVAIRES will act on the NAVRES 1301/5 based on available billets and the officer's qualifications. Order approving authorities will use the NAVRES 1301/5 to prepare an order modification on a NAVRES 1321/2 as necessary.

(4) If the losing NRA completed the NSIPS check out, the NSIPS "gain" entry will generate a loss at the losing NRA. It also generates an NSIPS GroupWise Account message directing the losing NRA to complete a Performance Evaluation/Fitness Report (EVAL/FITREP) and forward the member's personal IDT folder and health, dental, and service records to the gaining NRA. Since the NSIPS GroupWise Account message serves as official notification of the transfer, the gaining NRA does not have to send a copy of the order modification to the losing NRA.

f. Transfer to the IRR. Members must request transfer to the IRR in writing. The local NRA may approve transfers to the IRR for officers without a drilling obligation. The unit CO must interview the requesting officer to determine the reason(s) for transfer. Do not transfer medical personnel without verification of obligation. Do not transfer a member in a TNPQ or NPQ status, refer to chapter 12. Approve transfers when:

- (1) Requested in writing by the member.
- (2) Required by law or regulation.
- (3) A mobilization billet is unavailable.
- (4) Directed by higher authority

g. Transfer to Standby Reserve. NAVRES Officer Status Branch, NAVPERSCOM (Pers-911) must approve officer transfers to the Standby Reserve. Initiate transfer requests when:

- (1) An officer is designated a Key Federal Employee per BUPERSINST 1001.39D.
- (2) An officer enters a recognized school of theology/seminary per BUPERSINST 1001.39D.
- (3) An officer in an incentive program requests period of non-availability.
- (4) When otherwise required by law or regulation.
- (5) When directed by higher authority.

402. Enlisted Transfers

a. Comply with other applicable directives when transferring enlisted personnel between units in the same geographic area. Transfer personnel between units at the same NRA using Enlisted Application and Orders to Naval Reserve Unit Termination/ Modification (NAVRES 1326/2). Do not transfer unsatisfactory participants between units unless the gaining activity agrees to accept them. Failure to follow these procedures could adversely impact a member's Drilling Reserve status. Refer to chapter 12 of this instruction for members who are TNPQ or NPQ.

b. If the losing NRA completed the NSIPS check out, the NSIPS "gain" entry will generate a loss at the losing NRA. It also generates an NSIPS GroupWise Account message directing the losing NRA to complete an EVAL/FITREP and forward the member's personal IDT folder and health, dental, and service records to the gaining NRA. Since the NSIPS GroupWise Account message serves as official notification of the transfer, the gaining NRA does not have to send a copy of the order modification to the losing NRA.

c. Enlisted transfers between units within a reasonable commuting distance. Submit enlisted transfer requests between squadrons/ships/units to the gaining activity via the losing activity. The losing activity will recommend approval/disapproval and attach a copy of the member's IDT history review to the request. Losing activities must complete the NSIPS check out procedure and will use the NSIPS Groupwise Account loss message as authority to transfer the personal IDT folder, service, health, and dental records. Gaining activities must prepare:

(1) Enlisted Application and Orders to a Naval Reserve Unit Termination/Modification (NAVRES 1326/2); or

(2) Enlisted Application and Orders to a Naval Reserve Unit (Nonobligor)(NAVRES 1326/4).

d. Activities recommending disapproval of an enlisted transfer will forward the request under cover letter to the appropriate echelon III via the chain of command.

(1) Transfers between units outside a reasonable commuting distance. Reservists are responsible for informing the losing activity of expected transfers. A transfer date must provide the NRA with sufficient lead-time to prevent interruption of the member's Drilling Reserve status. The gaining activity must receive the IDT history review, personnel event entry worksheet, and unadjudicated IDT report (if applicable) before issuing orders. When transferring between units in different geographic areas, the gaining activity may initiate a gain only after the losing activity has completed the NSIPS check out procedure. Gaining activities should also verify that the NSIPS check out procedure was completed prior to making the gain entry. Direct liaison between gaining and losing activities is required.

(2) Reasonable commuting distance is defined in BUPERSINST 1001.39D, paragraph 405.3. Members who agree to perform IDT outside the reasonable commuting distance must complete an Administrative Remarks, (NAVPERS 1070/613) entry. (see appendix A, exhibit 16).

e. Transfer to the IRR. Policy and procedures are in chapter 4 of BUPERSINST 1001.39D.

(1) Process APG personnel who have not completed their initial 6-year Drilling Reserve obligation per BUPERSINST 1001.39D and paragraph 302.9.

(2) Upon a member's request, the local NRA may transfer nonobligors and personnel with a temporary rating (APG, OSVET, CB(VET) and RESCORE-R per BUPERSINST 1001.39D. APG, OSVET, CB(VET), and RESCORE-R personnel will be reverted to their permanent rating prior to transfer. Request removal of conversion NECs for CB(VET) and RESCORE-R personnel.

(3) The NRA CO will determine whether or not obligors with unsatisfactory performance have mobilization potential. If they have mobilization potential place them on 6-months probation per BUPERSINST 1001.39D. If probation is not feasible, transfer the individual to the IRR. Nonprior service members must complete 84 days (not IDTs) of training before they are eligible for transfer to the IRR. If they do not have mobilization potential, begin administrative separation processing.

(4) Transfer member using NSIPS.

(5) Forward service, health, and dental records to Commanding Officer, Naval Reserve Personnel Center (N322), New Orleans, LA 70149-7800.

(6) Members approved for assignment to the IRR due to residing outside the reasonable commuting distance must sign an Administrative Remarks, (NAVPERS 1070/613) entry (see appendix A, exhibit 17).

403. PRD for Enlisted Drilling Reserve Personnel

a. Establish 3-year PRDs for enlisted members assigned to NRF, FMF, and echelon IV staff units. After 3 years, NRF/FMF members may request reassignment to shore duty units for 2 years. Do not involuntarily assign members to NRF or FMF units during this 2-year period.

b. Compute PRDs from the date assigned to NRF or FMF units and enter the PRD into NSIPS. Terminate the Drilling Reserve assignment of nonobligors who refuse orders. Send service, and health, and dental records to NAVRESPERScen (N312). Make an Administrative Remarks, (NAVPERS 1070/613) entry not recommending the member for future affiliation. (Refer to paragraph 302.) Discharge members when their EOS occurs before their PRD unless they extend or reenlist onboard.

c. Upon completing 3 years with NRF or FMF units members may request a PRD extension. They may also request transfer to a mobilization billet at an NRA within a reasonable commuting distance of their home. Upon completion of 2 years of shore duty, members are eligible for reassignment to NRF or FMF units.

d. Screen all Drilling Reserve within an NRA for assignment to sea duty. Ensure all eligible candidates complete an initial sea tour before reassigning an individual to an additional sea tour. The member must be within a reasonable commuting distance.

404. PRD for Officer Drilling Reserve Personnel

a. Establish 3-year PRDs for senior officers (05/06) selected to non-command billets by the national board effective 1 Oct of the next FY.

b. Establish 2-year PRDs for officers selected to command billets by the national board effective 1 Oct of the next FY.

c. Do not assign PRDs to junior officers in noncommand billets.

d. COMNAVAIRFORESFORINST 5400.5A governs senior officer PRDs for the Air Reserve Force.

405. Officer Assignment Terminations

a. Terminate assignments as follows:

(1) When participation becomes unsatisfactory, orders must state "Not Recommended for Reaffiliation" unless waived by competent order issuing authority. Reaffiliation requires written approval from echelon III.

(2) When required by COMNAVRESFOR assignment policy.

(3) When removed from the Ready Reserve.

(4) With an approved termination request. Indicate reason for transfer and officer's future affiliation plans on termination order.

(5) When promotion is declined. DO NOT assign officers who decline promotion to any Reserve unit, pay or nonpay.

b. Special Cases. Assignment termination is authorized for the following reasons:

(1) Documented substandard performance per SECNAVINST 1920.6B.

(2) Failure to submit a Naval Reserve Qualification Questionnaire for Inactive Duty Personnel NRQQ (NRPC 1200/1).

(3) Failure to acknowledge official correspondence.

(4) Failure to complete a required physical examination.

(5) Failure to qualify in a warfare specialty or NOBC required by assignment.

(6) Any other documented reason deemed appropriate by echelon IV or higher authority.

(7) At a member's request.

c. Procedures

(1) The losing unit will submit assignment/termination requests on a NAVRES 1301/5.

(2) Counsel members on opportunities, qualifications, and ramifications of transfer.

(3) Forward service, and health, and dental records to NAVRESPERS-CEN (N312).

(4) Forward a copy of transfer/termination orders to NAVPERSCOM (Pers-313C). Assignment termination requests will include:

(a) Reason for termination (explanation).

(b) Recommendation for future affiliation.

406. Enlisted Assignment Terminations. Refer to BUPERSINST 1001.39D. Terminate assignment of nonobligors when deemed appropriate by the echelon V or at the member's request.

407. Members Voluntarily Ordered to AD or ADSW

a. Officers (LCDR and below) and enlisted personnel assigned in an IDT pay status and who are voluntarily ordered to AD or ADSW for 179 days or less will remain assigned to their present unit. Assign AAs for IDT missed during this period. Refer to paragraph 604c(1) of this instruction.

b. Transfer officers (LCDR and below) and enlisted personnel assigned in an IDT pay status, and who are ordered to AD or ADSW for 180 days or more (consecutive or nonconsecutive) during any 12 month period, to the VTU and assign AAs for IDT missed during the AD or ADSW. The effective date of assignment is the 180th day of AD or ADSW. An Administrative Remarks, (NAVPERS 1070/613) will be completed acknowledging VTU transfer requirement (see appendix A, exhibit 18).

c. Transfer CAPTs and CDRs who are ordered to AD or ADSW to the VTU upon completion of 90 days of AD or ADSW. Upon completion of AD or ADSW they may apply for a pay billet through the screening board process as discussed in chapter 3. They may request waivers of the VTU transfer requirement from COMNAVRESFOR (N11) prior to commencement of AD or ADSW.

d. Personnel who were transferred to the VTU/IRR because of voluntary orders to AD or ADSW will be returned to the VTU/IRR upon release from AD or ADSW, and if desiring accession back into pay status must go through the recruiting process contained in chapter 1.

e. Personnel in a nonpay status who receive voluntary AD or ADSW orders will return to nonpay status (VTU/IRR) upon completion of orders.

408. Members Involuntarily Ordered to AD (Presidential Reserve Call-Up). Personnel involuntarily ordered to AD will remain assigned to their present billet. If the member's unit/billet is disestablished or moved, assign the member to an appropriate vacant pay billet. When a local vacant pay billet does not exist, cross-assign the member per current policy. When a billet assignment cannot be made through any of the above means, the member may remain IAP for up to 1 year.

409. Retroactive Transfers/Terminations. Issue officer and enlisted orders sufficiently in advance to avoid retroactive transfers/terminations. The following exceptions apply:

a. Received by another Reserve unit, transfer date is NSIPS generated.

b. Death loss date is date of death.

c. Chief of Naval Personnel (CHNAVPERS) or COMNAVRESFOR directs retroactive transfer/termination.

CHAPTER 5COMMAND OF RESERVE UNITS501. General

a. COMNAVRESFOR approves and appoints officers to command all Drilling Reserve units except officers in command of units specifically detailed by CHNAVPERs or OICs for Medical Programs 32 and 46. This authority may be delegated to COMNAVAIRFORES or COMNAVRESFORCOM. The authority to approve and appoint officers to command VTUs is delegated to the appropriate readiness commander or NAS/NAF/NAVAIRES/NAVAVIESACT CO.

b. This chapter also applies to OICs, Drilling Reserve coordinators, and gaining command liaison officers.

c. The unit CO is normally the senior officer assigned or detailed by competent authority. Unit COs have precedence over all personnel attached to the command regardless of rank or corps. Waivers of this requirement require COMNAVAIRFORES or COMNAVRESFORCOM approval. The unit CO's for Programs 32 and 46 will select their OICs by board process as determined by their Region.

d. The unit XO, if assigned, is normally the next senior officer eligible to succeed in command. Unit XOs have precedence over all other personnel under the CO.

e. Except those individuals serving in a temporary or acting appointment, selection to command of Drilling Reserve units is by formal board action. Selection boards convened to review command nominations are announced in advance. Billets subsequently vacated during the course of the FY will be filled on an interim basis by officers nominated by echelon IV staffs and approved by the appropriate echelon III command. The tenure of officers serving on an interim basis will be for the remainder of the FY. Where practicable, a flag officer (active or Reserve) is the senior selection board member. Board membership is confidential until the board actually convenes. Representatives of appropriate regular component commands may be invited but are not required to participate on selection boards.

f. MILPERSMAN article 1210-180 authorizes the wear of the Command Ashore Insignia by inactive duty COs of the following NAVRES commands:

- (1) Naval Construction Regiments (1st, 3rd, 7th, 8th, 9th only)
- (2) NMCBs
- (3) Naval Construction Forces Support Units
- (4) Cargo Handling Battalion
- (5) Mobile Inshore Undersea Warfare Units (MIUWU)
- (6) Fourth Dental Battalion
- (7) Fourth Medical Battalion
- (8) NAVRESFLTHOSP

g. Assignment in the following categories does not confer eligibility for the Command Ashore Insignia:

- (1) Officers temporarily in command.
- (2) Officers who were removed from command for cause.
- (3) Officers assigned in a billet designated OIC.

502. Maximum Tenure Guidelines. The following guidelines govern maximum tenure in command of Drilling Reserve units. Tenure less than the maximum allowed should not imply poor performance or lack of ability. Do not reassign former COs to other positions within the unit without an approved waiver from COMNAVAIRFORES or COMNAVRESFORCOM.

a. Naval Reservists may not hold command longer than 4 years in any one grade unless extended per paragraph 502d below.

b. Command of nonpay units does not count against command tenure.

c. Assignment as CO, OIC, or assignment as Drilling Reserve coordinator in NRF units is considered "command" for computing command tenure.

d. No officer may command the same unit for more than 2 years, with the exception of VTU (3 years). Submit waivers for a 1-year extension of command tour when there are no other qualified officers available to COMNAVAIRFORES/COMNAVRESFORCOM. In exceptional cases, the approval authority may grant a 1-year extension if it will enhance unit readiness. See appendix A; exhibit 13 of this instruction for waiver format.

e. Upon the completion of command assignment, transfer CAPTs and CDRs to nonpay unless selected to another command. Assign LCDRs and below to vacant mobilization billets.

503. Qualifications and Prerequisites for Command

a. General. Officers considered for command must meet the following criteria before selection:

(1) Be in the proper corps or community and possess the proper designator for the type of command under consideration; or

(a) Be in an "In-training" status for the proper designator; or

(b) Have a waiver approved by competent authority.

(2) Meet, or be eligible to meet, the skill requirements of the mobilization assignment, or meet specific mobilization substitution criteria.

(3) Will not exceed age-in-grade restrictions per BUPERSINST 1001.39D.

(4) Will not exceed command tenure restrictions.

(5) Meet CHNAVPERS command screening criteria (if pertinent).

b. Program Requirements

(1) MSC

(a) Required

1. Served in at least one MSC Reserve unit.
2. JCS/MSC exercise experience.

(b) Preferable

1. NOBC 9471 (MSCO XO) or NOBC 9421 (Shore Activity CO) or NOBC 9436 (Shore Activity XO).
2. Significant active military or civilian MSC experience.

(c) Submit waivers of the above requirements to COMNAVRESFORCOM (N12) via Commander, MSC (N00R) and cognizant area commander.

(d) Gaining commands may provide written billet profile information as direct correspondence to screening board presidents.

(2) Naval Control of Shipping

(a) Required: Primary NOBC 9424 (Naval Control of Shipping Officer)

(b) Preferable: Secondary NOBC 9019 (Convoy Commodore Staff Officer)

(3) ASP. Refer to COMNAVAIRESFORINST 3710.13A (Naval Reserve ASP Consolidated Command/Noncommand Selection Board Procedures).

(4) Intelligence Program Requirements

(a) Restricted line officer with a 1635 designator or a Limited Duty Officer with a 6455 designator.

(b) Meet professional requirements in COMNAVRESINTCOMINST 5400.5K.

(5) Cargo Handling/Supply Systems Programs

(a) Requirements: Supply Corps officer with a 3105 designator or have a valid waiver.

(b) Submit waiver requests to COMNAVRESFORCOM (N12).

(6) Sea Systems Program: COMNAVSEASYS COM (CHENG/NR1) may review and comment on candidate qualifications prior to final approval.

(7) Public Affairs

(a) Requirements: Restricted line officer with a 1655 designator.

(b) Officers other than 1655 designators with a PNOBC/SNOBC of 24XX may request a waiver of the designator requirement only if there is not a qualified 1655 officer available. Submit waiver requests to COMNAVRESFORCOM (N12) via the Chief of Information (OI-0031).

(8) Security Group. Refer to COMNAVAIRESFORINST 5400.5B, Selection of Selected Reserve (SELRES) Reserve Force Squadron (RESFORON). Commanding Officers and For Naval Air Reserve (NAVRES) Augment Unit COs and Senior Officers.

(9) NAVIUW

(a) Requirements for the group commander:

1. Qualified in warfare specialty.
2. IUW command experience (Drilling Reserve).

(b) Requirements for unit command:

1. Qualified in warfare specialty.
2. Possess an NOBC of 9450.

(c) Submit NOBC waivers to COMNAVRESFORCOM (N12).

(10) MMROCH

(a) Requirements:

1. Restricted line officer with 16XX designator, or
2. line officer designator 1XXX with a U.S. Coast Guard Merchant Marine unlimited license.
3. Possess an NOBC of 9050.

(b) CNO (N42E) may comment on the qualifications of a candidate before final approval.

(11) Coastal/Harbor Defense

(a) Requirements: Possess an NOBC 9450 or NOBC 9456.

(b) Submit NOBC waiver requests to COMNAVRESFORCOM (N12). Provide a copy to the appropriate Commander, U.S. Maritime Defense Zone and CNO (N372K).

(12) Space Warfare Systems: Commander, Special Warfare Systems Command (SPAWAR 18-R/09R) may comment on candidate qualifications before final approval (except Naval Space Reserve Program units).

(13) JAG Program requirements

(a) Requirement: 2505 designator.

(b) Certification per 10 U.S. Code 827(b) (article 27b, UCMJ).

(c) Recommendation per 10 U.S. Code 806 (article 6, UCMJ).

(14) Fleet Hospital requirements

(a) Medical Corps officer.

(b) Possess an NOBC of 9421.

(c) Professional requirements per COMNAVRESFORCOMNOTE 5400.

(15) Naval Space Reserve Program (NSRP) Requirements

(a) Service in at least one NSRP unit.

(b) Hold the appropriate unrestricted line/restricted line designator for the type of unit under consideration.

(c) Satisfy NSRP and Gaining Command professional, technical, experience, and security qualifications, per COMNAVAIRESFORINST 5450.10A and COMNAVRESFORINST 5320.1B.

(d) The Director/NSRP shall have served as the CO in at least one NSRP unit and possess billet-specific security clearances.

504. Command Screening Procedures

a. COMNAVRESFORCOMNOTE 5400 contains specific guidance for surface program unit command and senior officer (CAPT/CDR) noncommand billets. U.S. Navy gaining command Reserve Liaison Officers may update billet profile information directly into the Apply Program via the COMNAVRESFORCOM website for the screening board presidents. This profile should describe specific desirable or necessary qualities of the type of individual best suited to meet the active Navy command's requirements. Screening boards will reject any specific individual nominations for billets. This does not preclude third party correspondence submitted via the member with the member's application.

b. Boards convened to nominate Reserve officers for command should represent a significant cross section of senior officer professional skills.

Members will not be in competition for, nor have applied for, command billets under consideration during that FY. Do not assign inactive duty Reservists having past or present civilian business relationships (e.g., employer/employee, professional/client, vendor/customer, or any family or marital relationship) with any officer under consideration for command.

c. Letters forwarding recommendations for command of Naval Air Reserve units will include names of board members present and dates the board met. The convening authority or their designated representative signs the letters.

505. CO and XO Selection for RESFORONs. Refer to COMNAVAIRESFORINST 5400.5B.

506. Selection for Command of Aviation Units (Other than RESFORONs). Refer to COMNAVAIRESFORINST 5400.5B.

507. Selection for Command of Intelligence Units. Procedures are in COMNAVAIRESFORINST 5400.5B and COMNAVRESINTCOMINST 5400.5K.

508. Selection for Command of NAVRESSECGRU Units. Program representative or designated alternate may participate on boards convened to select NAVRESSECGRU COs.

509. Selection for Program Seven (SEABEE) Command Billets. NAVFACENGCOM and COMNAVRESFORCOM establish PRDs for all command and senior officers. Billets are advertised, screened, and detailed per COMNAVRESFORCOMNOTE 5400. COMNAVRESFORCOM will provide an opportunity for comment and review of all recommendations prior to COMNAVRESFORCOM approval.

510. Selection for RIAC. Procedures are in COMNAVAIRESFORINST 5400.5B and COMNAVRESINTCOMINST 5400.5K.

511. Selection for Command of NAVRES FLT HOSP and NAVRES Naval Hospital Units. Program representative or designated alternate may participate on boards convened to select Program 32 and 46 COs.

CHAPTER 6IDT PARTICIPATION REQUIREMENTS

601. Acknowledgment of Performance Requirements. Ready Reservists must acknowledge their understanding of the Navy's policy concerning IDT. This includes attendance, notification of absences, and procedures to take for missed IDT periods. Use the Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2) for missed IDT periods and to notify Reservists of accrued unexcused absences. The format for preparing this form is in appendix A, exhibit 19 of this instruction.

602. IDT Scheduling. The following responsibilities, policies and considerations apply:

a. Reserve units will work with the supporting NRA to establish, in advance for the upcoming FY, dates and times for IDT. Schedule IDT periods using the following:

- (1) Unit training plans.
- (2) Plan of the month.
- (3) IDT plans.
- (4) Officer/enlisted orders (AT/ADT/Inactive Duty Training Travel (IDTT)).

b. Verbal changes to IDT schedules must be documented. When changes occur during an IDT weekend, annotate changes in the remarks column of the IDT Participation Record (IPR) (NAVRES 1570/21). When changes occur outside IDT weekends, Rescheduled (RS) authorization (verbal or in writing; local policy dictates) must be received by the NRA before the RS period is performed. The authorization must include the date(s) the IDT(s) were originally scheduled for, location where the IDT periods will be performed, and type of IDTs to be performed (i.e., RS/Additional Training Periods (ATP)). When the RS authorization is recorded in NSIPS, an Individual Participation Record (NAVRES 1570/22) is produced. The form must be annotated to reflect the authorization (e.g., attached faxed memo or annotate telephone authorization). The date of the Individual Participation Record (NAVRES 1570/22) (determined by the NSIPS program) is not to be misinterpreted as the date of the authorization for an RS IDT period; it is only the date the schedule change was recorded in NSIPS. In all cases, notify the supporting NRA of unit/personnel IDT schedules and changes to prevent recording unexcused absences. Use the NSIPS generated Individual IDT Scheduling Form (NAVRES 1570/22). To facilitate unavoidable short notice IDT scheduling changes whereas the Individual Participation Record (NAVRES 1570/22) cannot be obtained by the member from the NRAs NSIPS machine prior to the performance of the IDT period(s), a blank Individual Participation Record may be used. This must be an exception and not the rule. In all cases, the NRA must receive authorization before the IDT periods are performed.

c. When scheduling unit and individual regular IDT:

(1) Do not permit administrative procedures or legislative conflicts to inhibit performance of contributory support. Common sense (meeting intent of regulations) is paramount.

(2) Do not exceed FY IDT pay limits per BUPERSINST 1001.39D. Remain within quarterly IDT limitations as feasible.

(3) Do not jeopardize the member's ability to earn qualifying service for a satisfactory year during the anniversary year.

(4) Ensure satisfactory participation standards are met per BUPERSINST 1001.39D.

(5) Schedule training into a comprehensive plan built on, but not limited to, regular weekly, monthly, or quarterly IDT/IDTT periods.

d. RS training only at the convenience of the Navy. RS IDT must be within a reasonable commuting distance per paragraph 402 of this instruction. For directed RS outside a reasonable commuting distance refer to paragraph 613 of this chapter. Commands are authorized to direct performance of RS IDT periods to:

(1) Take advantage of emergent training opportunities, including IDTT evolutions.

(2) Resolve conflicts with AT/ADT.

(3) Accommodate nonavailability of training resulting from schedule changes, equipment breakdown, or if access to sites is impossible because of adverse weather conditions (e.g., flood, heavy snowfall), or civil disturbances.

e. Chaplains must maintain ecclesiastical endorsements, dictated by their faith group, to keep their commission. All efforts should be made to schedule IDT periods to enhance training while permitting chaplains to meet necessary ecclesiastical endorsement requirements.

603. RS IDT Administration. RS IDT periods may not be scheduled after the fact. Commands can direct/document scheduling of RS IDT via training schedules, plan of the month, IDT plans or if done verbally, by annotating in the remarks section of the unit Individual IPR (NAVRES 1570/22). The IDT function in NSIPS will generate the Individual IPR (NAVRES 1570/22) when the scheduling change is recorded in NSIPS. Documenting attendance at RS IDT will be by unit/partial unit IPR (NAVRES 1570/21) or (NAVRES 1570/22). If RS IDT periods are missed, they will be administered as missed regular IDT periods per paragraph 604 below.

604. Missed IDT Periods. Individuals miss regular IDT periods for a variety of reasons. Reasons to excuse absences on the day they occur include: sickness, injury, or other circumstances beyond a reasonable control. The member must contact the unit or parent Reserve activity when absent from IDT periods prior to the end of the IDT period(s)/IDT weekend. The unit should contact the member if the member fails to contact the unit. Unit COs will determine whether a missed IDT period is excused, unexcused, or an AA. However, local procedures must place responsibility on the member to contact their unit before the end of the IDT period(s)/IDT weekend. COs will make one of the following determinations by close of an IDT weekend in all cases concerning missed IDT periods:

a. Excused Absences. Unit COs may RS the IDT if there is valid Navy mission or training opportunities to be accomplished. RS of the IDTs must be for the needs of the Navy.

b. Unexcused Absences. Commands assign unexcused absences ("U") for missed IDT periods determined to be unexcused. One cannot make up an unexcused absence. Commands will provide individuals with a copy of NAVRES 1570/2 for all unexcused absences. File the original NAVRES 1570/2 in the personal IDT folder. This form reiterates IDT requirements and provides individuals a record of all unexcused absences. Commands must inform members of unexcused absences as they occur by annotating the original NAVRES 1570/2 and mailing a copy to the individual (within 5 working days).

c. Authorized Absence (AAs). Assign AAs when there is not a requirement to make up missed IDT periods and meaningful training is not available. Enter in NSIPS assignment of AAs, which reduces the total number of authorized IDT periods per FY. Reduction in the number of required IDT periods does not change the requirements that an anniversary year must have 50 points for retirement credit, nor does it relieve the Reservist from the requirement to attain 50 points to remain in the Ready Reserve. IDT periods adjudicated as AAs cannot be removed or changed to RS or Us without NRA CO approval. Once AAs are authorized, there is no IDT requirement. AAs may be assigned for the following reasons:

(1) AT/ADT/AD/PRC Conflict. RS or record as AAs regular IDT periods conflicting with dates of AT/ADT/AD/PRC (less than 90 days). Commands are responsible for submitting rescheduled IDT requests before commencing AT/ADT/AD/PRC (less than 90 days). Members may perform RS IDTs either before or after AT/ADT/AD/PRC (less than 90 days) within the same FY. For example, if a member was mobilized 17 Nov 01 - 8 May 02, that member may perform IDT periods missed for Nov 01 - Jan 02 (12 IDTs), and will be issued AAs for Feb - Apr IDTs. The member will be limited to 36 regular IDT periods total for FY02. If the member did not perform Nov 01 IDT periods, they may be RS. When it is determined that a member will receive AAs for the missed IDT periods, record the AAs in NSIPS only after the member has received pay for the AT/ADT/AD/ADSW/PRC/Mobilization (less than 30 days). Due to Defense Joint Military Pay System-Reserve Component (DJMS-RC) system edits, any period of IDT (including AAs) recorded during a period of AT/ADT/AD/ADSW/PRC/Mobilization (less than 30 days) may prevent the member being paid correctly for the AT/ADT. This does not affect AD/PRC/ADSW greater than 30 days because the member is being paid via DJMS-AC. IDT periods missed while on AT/ADT/AD/ADSW/PRC/MOBILIZATION of 90 days (entire calendar month) or more may not be RS and must be considered as AA's. This means that IDT cannot be RS in anticipation of the performance of ADT and/or ADSW of more than 90 days.

(2) Airlift to Aviation Training Site. Record IDT periods missed because of cancellation of scheduled airlifts (pick-up point only) as AAs, unless RS per paragraph 602c of this chapter.

(3) Temporary work conflicts/personal hardships. Retain Drilling Reserve personnel with valid, documented, short-term work conflicts/personal hardship. Keep individuals in their present unit in an AA status up to 12 months with approval from the unit CO. For conflicts beyond 12 months, transfer the member to the IRR. The unit CO should consider the impact on unit readiness and manning when reviewing requests for retention based on temporary work conflicts or personal hardships. If the unit CO does not recommend retention, process member for transfer to the IRR (Active Status Pool), or process for discharge if warranted. Administrative Remarks, (NAVPERS 1070/613) will be completed (see appendix A, exhibits 15 and 20). Entries are required for individuals retained per this paragraph.

(4) Temporarily Not Physically Qualified (TNPQ) Personnel. Personnel in a TNPQ status and not approved to perform IDTs by a medical officer will be assigned AAs for IDTs missed. Refer to paragraph 307.

605. Processing Requests for Excuse of Missed IDT Periods. Process requests to excuse a missed IDT period as follows:

a. Document approvals of RS/AAs/Us on the unit/partial unit IPR (NAVRES 1570/21) or Individual IPR (NAVRES 1570/22) in the remarks section.

b. If disapproved IDT period declared unexcused:

(1) Declare Document IDT unexcused absences unexcused using NAVRES 1570/2, and send a copy to the member by regular mail.

(2) Terminate member's unit assignment or place in probationary status if unexcused absences total nine or more during the past 12 months. Refer to BUPERSINST 1001.39D concerning unsatisfactory participation.

606. ET. The use of ETs is not currently authorized for drill IDT recording.

607. TAD IDT Administration

a. TAD Orders (NAVRES 1320/2) authorize IDT performance at activities other than the location where the member normally trains. TAD IDT periods will be reported as RSs. Administer TAD absences as missed IDT. If appropriate mobilization training is not readily available at the TAD site, NRAs should disapprove the request and consider issuing AAs.

b. TAD orders will be issued subject to the following:

(1) Reservist requests orders. Parent NRA is approval authority.

(2) NRA must confirm availability of training at the TAD site and gain approval from the TAD NRA.

(3) Orders must be at no cost to the government.

(4) Training is permissive (not directed).

(5) TAD may not exceed 90 days.

(6) TAD OCONUS is not authorized.

c. After confirmation, per paragraph 607b(2) above, the parent NRA prepares the NAVRES 1320/2. Service and health record holders remain responsible for service and health record maintenance in addition to IDT accounting.

608. Removal of Unexcused Absences. Recognize that on occasion Us will be erroneously assigned. In such instances, COs of NRAs, NRFs, or RESFORONS can authorize changing an unexcused IDT period to an excused absence or AA. A request to remove the "U"(s), including a complete explanation of the circumstances causing the error and procedures taken to prevent future problems will be submitted by the unit CO and approved by the NRA CO. If the

missed IDT period is changed to an excused absence, the associated RS will normally occur the month of, or within 60 days after, the date of the missed IDT period.

609. Additional Duty (ADDU). ADDU orders may be used to enhance mobilization readiness and training of individual and/or units. Specifically:

a. Members of NAVRES units that support, but are remote from Marine Corps units, may be assigned ADDU to those units.

b. When requested by the gaining command, and when authorized by COMNAVRESFORCOM or COMNAVAIRFORES, Drilling Reserve unit COs will be assigned ADDU to the unit's gaining command.

c. COMNAVRESFOR may prescribe individual assignment to ADDU with other DoD or Coast Guard activities or units.

d. ADDU FITREPs and Evaluations must be prepared per BUPERSINST 1610.10.

610. Assignment of Inactive Duty Reservists to a Unit. MILPERSMAN 1100-050 provides that all members in an Active Status (USNR-R, or USNR-S1) may be assigned to a unit upon their application. They must be qualified in all respects. COMNAVRESFOR requires that all Drilling Reserve (pay status) not assigned as IMAs, and all drilling members of the IRR (VTU), will be assigned to a unit, or detachment of a unit, in the NAVRES. Each unit or detachment will have a designated NRA tasked with record maintenance, logistics, and administrative support for members assigned to the unit. NRAs in the administrative chain of command of Reserve units will be designated as the supporting NRA for those units. For units that do not report to a an NRA (e.g., commands afloat and established ashore units, commonly called "commissioned" units), COMNAVRESFORCOM or COMNAVAIRFORES designates the supporting NRA. It will normally be the NRA closest to the homeport or location of the Drilling Reserve unit or detachment.

611. Off-Site IDT. IDT periods performed away from the individual's supporting NRA, but not under travel orders, will be called Offsite IDT. Off-site IDT periods are governed by the same statutory requirements and regulations as IDT performed at the NRA. Members in a NPQ or TNPQ status may not perform off-site IDTs.

612. IDTT.

a. Members executing multiple IDTT periods for periods longer than 6 days must acknowledge that they incur a Drilling Reserve obligation through the end of the month for which advance IDT has been performed.

b. Additional IDT periods, if authorized, may be performed with IDTT. IDTT orders should specify the number of regular periods of IDT and the number of ATPs authorized. Performance of ATPs must follow existing rules for ATP, Readiness Management Period (RMP), or Additional Flying and Flight Training Period (AFTP) accounting.

613. Flexible (FLEX) IDT Option Procedures. The following establishes policy and program guidance. The intent of this program is to provide unit CO's added flexibility to schedule IDT and accomplish peacetime contributory support or complete formal school training. CO's are authorized to schedule up to a maximum of 40 IDT periods per FY. FLEX IDT may be performed

separately or with AT, ADT, or IDTT. The remaining 8 IDT periods (two per quarter) will be performed at the supporting NRA to accomplish organizational and administrative requirements. The provisions of BUPERSINST 1001.39D and this instruction apply in the adjudication and processing of IDT. The FLEX IDT scheduling option is a significant departure from traditional IDT scheduling methodology. Participation in this program is voluntary and will not be directed by unit CO's. This program increases the member's responsibilities to meet satisfactory participation per BUPERSINST 1001.39D. Due to time restraints in completing program requirements (e.g., completing of professional and military courses, and attendance at the Petty Officer Indoctrination Course) and limited knowledge of NAVRES procedures, special consideration should be given before approving APG, AIA, RESCORE-R, and new affiliates for participation.

a. IDT Limitations. Regular IDTs exceeding 12 periods in the same fiscal quarter is considered FLEX IDT and participants will sign an Administrative Remarks, (NAVPERS 1070/613)(see appendix A, exhibit 21) acknowledging Drilling Reserve obligations. An Administrative Remarks, (NAVPERS 1070/613) will be signed by members participating in the program and will be witnessed by the unit CO or designated representative. Drilling Reservists will not exceed the 48 regular IDT FY limitation. Members of the Drilling Reserve, with the exception of officers assigned IAP, may volunteer for this drilling option.

b. Advance IDT. IDT performed in advance will result in the same Drilling Reserve obligation as if the IDT periods would have been performed on a normal four regular IDT per month schedule (e.g., a member who performs eight IDT periods for the months August and September in the month of July will incur a Reserve obligation through the end of September). The billet filled by a Reservist performing IDT in advance remains filled by the member until completing the date of obligated service. Scheduling FLEX IDT should take into consideration member's EOS, HYT, mandatory transfer dates per higher authority, expiration of the 6-year Montgomery GI Bill Selected Reserve MGIB(SR) obligation, satisfactory Drilling Reserve participation and other benefits, claims, transfers, and separations to preclude loss of pay, benefits or entitlements. For members erroneously transferred before completing IDT obligation, NRAs will reestablish the member's pay status for completion of advance IDT. Personnel who perform advance IDTs and are subsequently lost from pay status (separation, transfer to the IRR, retirement, ADSW, etc) will have their drill limits recalculated and may face recoupment of IDT pay.

c. IDT Reporting. The NSIPS IPR and the Individual Participation Record forms will be used in recording FLEX IDT periods. Timely submission of IDT performance is critical to ensure prompt payment of completed IDT periods. NRA COs will record and transmit IDT attendance within 3 working days upon receipt of FLEX IDT documentation.

d. Travel. Performing FLEX IDT combined with either "AT" or ADT at OCONUS sites is permissible provided the Status of Forces Agreement allows performance of IDT in the host nation.

e. FLEX IDT Scheduling. Unit COs must coordinate FLEX IDT schedules as far in advance as possible with supporting NRA to prevent pay and billet problems. This is particularly important for FLEX IDT periods being performed subsequent to regular IDT periods (e.g., IDT in August for June and July IDTs). NRAs must also be notified immediately of subsequent changes.

614. Incremental IDT Periods. Incremental IDT periods provide an opportunity for unit personnel to receive Reserve IDT pay, training credit and retirement points for performing contributory support at the request of their gaining command that is not for the convenience of the individual Reservist, in lieu of traditional scheduled unit training. Reservists may also perform incremental IDT periods to accomplish COMNAVRESFORCOM approved unit administrative functions and individual training. This program will be administered in the following manner:

a. The Reservist will drill perform IDT in hourly increments while earning credit for each hour until 3 hours for a nonpaid IDT or 4 hours for a paid IDT have been accrued, which equates to 1 IDT period.

b. Up to 40 IDT periods per FY may be performed in this manner. RS, FLEX, and additional IDT periods are included in this authority.

c. At least 2 IDT periods per quarter will be performed at the supporting NRA for PFA and other administrative functions.

d. Incremental IDTs may be performed at the NRA, gaining command, or other location at the discretion of the unit CO.

e. Precise documentation and monitoring are critical to the success of this program. Upon gaining command request or, in the case of COMNAVRESFORCOM approved incremental IDTs, upon the Reservist's request, unit CO will approve and provide written authorization to the member, with a copy to the NRA, in advance of the Reservist performing the drill. NAVRES 1570/16 will be used to document incremental period and will be forwarded to the unit CO for endorsement. After endorsement, the unit CO will forward completed NAVRES 1570/16 to the NRA for processing. RESPAY clerk will process per current directives.

f. FLEX IDT requirements discussed in paragraph 614 above apply to those incremental IDTs performed as FLEX IDTs.

615. Military Funeral Honors Duty (FHD)

a. Drilling Reserve personnel are not authorized to perform Funeral Honors while on IDT, IDTT, AT, or ADT.

b. Drilling Reserve personnel may perform funeral honors in a voluntary capacity of Duty Status FHD.

c. Drilling Reserve personnel performing FHD will receive compensation in the form of a Funeral Honors Duty Allowance (FHDA) and retirement point credit. Until further notice, IRR and Volunteer Training Unit (VTU) personnel may perform FHD for retirement point credit and FHDA. Also, military retiree volunteers may receive a \$50.00 allowance. When reporting the funeral honors, more information is required on the IRR personnel since they don't have a Master Military Pay Account (MMPA) established. The following FHD provisions apply:

(1) FHD may be used for performing funeral honors, and for associated training and preparation.

(2) A period of FHD must be for at least 2 hours, but only one period may be performed on a given day (defined as 0000-2359). Note: While honors may be performed at more than one funeral on a given day, only one

FHDA payment and one retirement point credit will be earned. Personnel may be assigned to separate periods of FHD on consecutive days.

(3) FHDA will be in the amount of a \$50 stipend or 1 days pay, less taxes whichever is more, per FHD assignment.

(4) Personnel will receive one inactive duty retirement point per FHD assignment. This may exceed the maximum inactive point amount of 90.

(5) Personnel will be entitled to reimbursement for travel expenses if the location to which they are directed to report (i.e., location of funeral, Reserve activity, or location to meet government transportation) is more than 50 miles from the member's residence, and if authorized by the regional CAC/FHS Coordinator. This reimbursement is processed by the regional CAC/FHS Coordinator.

(6) Personnel will be subject to the Uniform Code of Military Justice (UCMJ), and entitled to medical benefits authorized for the duty status in which they perform honors.

d. Personnel who volunteer to perform FHD will be required to sign Administrative Remarks, (NAVPERS 1070/613) acknowledging that they understand and accept requirements and responsibilities of FHD (see appendix A, exhibit 22).

e. For FHDA payment and retirement point recording, upon completion of FHD the NRA will forward to COMNAVRESFORCOM (N12) a memo reporting FHD performed signed by an E7 or above. The following information is required on Drilling Reserve. This includes VTU members at the parent NRA.

(1) Member's full name.

(2) Member's Social Security Number (SSN).

(3) FHD performed on:

(4) Period performed: Use 1 or 2 for AM or PM.

f. For member's that do not perform IDT and are in the IRR, the additional information is required to establish an MPPA:

(1) Member's mailing address.

(2) Member's Rank.

(3) Member's Bank Routing number.

(4) Member's Bank Account number.

(5) What type of account.

(6) State code.

(7) State exemptions.

g. On Drilling Reserve pay or nonpay, update banking information via NSIPS.

h. NAVRESPERSSEN will update banking information via RHS for IRR personnel.

i. File a copy of the memo in the member's pay record for monitoring payment. For VTU and IRR personnel, keep a copy for your NRA records. FHDA will be paid via the member's MMPA and will be reflected on the member's Leave and Earnings Statement (LES) as a FHD performed. The FHDA will reflect on the NRAs Earnings Statement Report and should be used as a tracking tool. On IRR personnel, the member will get an LES that reflects payment. There will not be any reports generated to the NRA on IRR personnel.

CHAPTER 7IDT REPORTING PROCEDURES

701. IDT Participation Reporting Procedures. Accurate documentation of IDT participation must be recorded for all unit personnel. The NSIPS IDT function contains all procedures to process IDT participation, including the submission of verified IDT participation information for electronic transmission and producing reports used for validation and record keeping purposes.

702. Responsibility. The unit CO or designated representative, in writing, will ensure IPR data is properly submitted. The Reserve activity CO is responsible for the following:

a. Ensure Full Time Support (FTS) personnel maintain all correspondence forms relating to IDT participation.

b. Ensure all IDT periods are scheduled into NSIPS per FY IDT schedule. This applies to all units, pay or nonpay. Incremental and Flex IDTs will be considered as RS IDTs from the unit drill IDT schedule.

c. Submit IDT participation within 3 working days following performance of the IDT periods. For Flex and Incremental IDTs: Unit COs should collect IDTs until there are a total of 4 hours for 1 pay IDT and/or 3 hours for a nonpay drill. At that time they will submit the reporting of the completed IDT to the NRA for input to NSIPS.

d. Establish and maintain personal IDT folders for each Reservist.

e. Ensure NSIPS gains are completed within 5 working days upon receipt of the orders from recruiting.

f. Upon transfer or discharge, print an IDT history review, and file in the personal IDT folder.

g. Take action on NSIPS and Defense Finance and Accounting Service (DFAS) reports as follows. See chapter 9 of this instruction for filing and maintenance requirements.

h. All signatures must be executed by the designation of "By direction" authority with limitations as indicated. The IPR, which is the authority to pay IDTs, will continue to be signed by an E7 or above, other reports requiring a signature may be delegated to an E6:

(1) IDT Reports:

(a) The Inactive Duty Training Authorized Absences Report is a listing of those personnel who have had AAs within 12 months. This report provides a running 12-month total and will be produced prior to the unit IDT weekend each month as a management tool.

(b) The Inactive Duty Training Additional Report provides a listing of additional IDTs scheduled/performed within the current FY. IDTs are separated by type of Additional Drill (AFTP, ATP, or RMP). This report is sorted by Reserve Unit Identification Code (RUIC) or alphabetically and will be produced prior to the unit IDT weekend each month as a management tool.

(c) IDT History Review Report reflects all IDTs both pay and nonpay broken down by type of IDT and set up on a progressive year and FY basis covering 14 months for a unit. This report is sorted by RUIC or alphabetically and will be produced prior to the unit IDT weekend each month as a management tool.

(d) IDT Verification Report this report is to be run prior to final approval/transmission of IDT periods for payment. It provides a list of IDTs that are ready to be released by the supervisor and is used as a management tool to verify that the IDTs recorded in the system match the IPR. Upon verification this report is to be signed by an individual E6 or above.

(e) IDT Detail Review Report reflects all IDT Periods stored on the database and the status of each in date order for an individual. This report is required to be filed in the personal IDT folder of members upon transfer or separation. It is also used as a management tool to research IDT pay problems.

(f) The Inactive Duty Training Unadjudicated Report. This report is to be produced weekly and all items reviewed for determination of status. If documented performance of the IDT has not been received by the NRA and more than 3 working days have passed; adjudicate the IDT as unexcused. This report reflects a listing of members who have IDT Periods reflected in the system in a Scheduled or Recorded status where the IDT Date is in the past. This report includes the periods, type of drill, and a description of the drill. This report includes all IDTs that have not been adjudicated and is used as a management tool to ensure proper disposition of each IDT Period scheduled in the system. This report prints by RUIC or alphabetically.

(g) Rejected Drills Report. This Report provides a management tool for use in researching IDT pay problems. It lists all IDT periods that have been rejected within a specified date range. This Report can be produced by Unit Identification Code (UIC) or by SSN and is produced as needed or as local procedures warrant.

(2) System Reports

(a) Retain Transmittal Log: This report is to be produced daily for transactions created the day prior and is used for verification of transactions submitted. The report is divided in three sections. Section I will be a listing of all SSN Based Messages and will reflect all transactions that were released to the corporate system based on a member's SSN. Section II will be a listing of all UIC based messages and will reflect all transactions that were released to the corporate system based on a UIC. Section III will be a listing of all local Database Update Only Actions and will reflect actions taken to update the database that do not generate transactions to the corporate system. The report is based on the support UIC and a date range selected.

(b) Feedback Tracking Report: This report is to be produced daily and is used to verify that transactions submitted have been processed and reflect correct information. The report reflects feedback of all transactions that have been acknowledged, accepted, recycled, rejected and unsolicited. Verifying those items listed as rejected is required to ensure all corrective action necessary is taken to resolve the error. The rejected transaction portion of this report must be annotated with the corrective action taken.

(c) Pending Feedback Report. This is a listing of all transactions submitted to a corporate system for which feedback has not been received. This report should be produced daily in conjunction with the feedback report. Any transaction reflected on the report as pending feedback over 7 days, requires research to determine the cause.

(d) Pending Transactions Report. Produced weekly and provides a listing by operator and supervisor, of work SAVED but not yet released. This is a management report used to verify if any transactions are pending release that are overdue or are being held beyond what is considered a normal processing time.

1. NSIPS pending changes report: E6 or above must verify and sign each page of the pending changes report prior to posting to the NSIPS database.

2. NSIPS transmission report: E6 or above must verify and sign each transmission report cover sheet. Each transaction failing the RHS/IMAPMIS edits will be annotated indicating the corrective action taken and date action was completed (e.g., submitted Trouble Ticket (TT) 4/22, canceled incorrect and submitted correct IDTs 4/22).

3. NSIPS Unadjudicated IDT report: Ensure this report is produced weekly. If a predetermined IDT period on this report was scheduled to be performed more than 3 working days before, and documented IDT performance has not been received by the NRA, adjudicate the IDT period as unexcused. Refer to paragraph 609 in this instruction for removal of unexcused absences if assigned in error.

4. NSIPS email messages: Attach any and all email messages to the transmission report under which each was received. Recommend reprinting additional copies of mail messages, which require action (e.g., loss mail). Email will replace the RHS mailbag capabilities. Each NRA has an email address to be used with NSIPS pay reports, RHS bulletins, and the TT program. These email addresses are established locally by the server SYSADMIN. Further direction to the server sites will be initiated by COMNAVRESFORCOM (N6).

5. Naval Reserve IDT Earning Statement Report: The Reserve Pay Clerk must verify, sign, and annotate corrective action taken. Determine reason for nonpayment of IDTs and submit Trouble Ticket input if necessary. The pay report will be delivered by email. Ensure proper print setup before printing in landscape format to avoid wrapped around information.

703. Misrepresentation/Negligence. All users of the NSIPS system (individual Reservists, unit COs, activity COs, mustering personnel, and FTS personnel) must be keenly aware that recording of IDT data reports IDT attendance, which ultimately results in an obligation for pay and crediting of retirement points. Therefore, misrepresentation and/or negligence in executing these procedures are a serious matter punishable under the UCMJ.

704. IDT Weekend Guidance. FTS personnel will prepare the unit/partial unit IPR prior to the IDT weekend. Known absences of unit members will be annotated in the comments section of the NSIPS system (e.g. RS, IDTTs, AT, ADSW). The mustering official will conduct the muster, annotating in black/blue black ink all personnel Absent (A) and all personnel Present (P). Include justification in the remarks section for all personnel marked absent.

Any member marked absent without justification in the remarks column will be adjudicated as unexcused. The mustering official is not required to be an E7 or above. A "sight" muster is required. The unit CO or designated representative (E7 or above) will sign the IPR validating that each member authorized IDT pay was present for at least 4 hours, AAs, or Us annotated in remarks column were approved. The following steps provide guidance in recording unit IDT:

a. Prior to the IDT weekend, the FTS IDT recording petty officer will print the unit IPR. For group IDTTs/Additional IDTs a partial unit IPR may be prepared using the unit schedule change option. Also run a Unit IDT Summary report at this time.

b. Saturday morning of the IDT weekend, the FTS IDT recording petty officer will deliver the unit IPR to the unit. Additionally, the following NSIPS reports may be provided: Additional IDT, AAs, RS, and unexcused IDT report. The authorized mustering official will conduct a sight muster.

c. By the end of the IDT period(s)/weekend, the unit CO or designated representative (E7 or above) will adjudicate all changes to the IPR, sign and date it.

d. Sunday afternoon, the authorized mustering official will deliver the signed IPR to the NRA. When IDTs are performed away from the NRA, the use of a facsimile machine is authorized.

e. The following actions will be taken within 3 working days after the IDT weekend:

(1) The FTS IDT Recording Petty Officer will record the IDT attendance data into NSIPS. Also, reenter any individual IDT schedule changes annotated on the unit IPR that occurred during the IDT weekend. Print the IDT verification report and individual IPR generated as a result of IDT scheduling changes during the recording process. Deliver the IDT verification report (signed by E6 or above), individual IPR, and unit IPR to the NRA CO or designated representative (E6 or above) who will review and sign the individual IPR authorizing release of IDT data for transmission.

(2) The IDT recording petty officer will then post/update the IDT data in NSIPS after the verification report is signed.

(3) The NSIPS Coordinator will automatically transmit upon entry. (NRFs should transmit daily when possible) and back up the NSIPS database after all transactions are done for the day.

(4) The NRA CO or designated representative (E6 or above) will verify and sign all transmission reports. Annotate and date any and all action taken to correct errors reflected on the report. This is addressed in chapter 9 of this instruction entitled "Standard File Maintenance Requirements." These reports will be maintained and destroyed per the Privacy Act Program, SECNAVINST 5211.5D and Disposal of Navy and Marine Corps Records, SECNAVINST 5212.5D.

(5) The Unadjudicated IDT Report is mandatory and will be prepared to ensure all IDTs have been adjudicated. Commands are to print this report at the end of every week to ensure adjudication of any RS IDTs performed during the week. ETs are currently suspended from use; therefore, all ETs

that have been PAID may remain in the system. Unit COs must adjudicate those IDTs that have not been paid.

705. IDT Monitoring. IDT performance will be continuously monitored. Members who are unsatisfactory in IDT participation will be processed per BUPERSINST 1001.39D. The unit CO or designed representative (E7 or above) has final authority for adjudication of missed IDT periods. The NRA CO or designated representative (E7 or above) has ultimate responsibility for ensuring members do not exceed IDT limits.

706. Transfer Between Units. When a member transfers to another NRA, retain a copy of the IDT history review in the unit IDT accounting folder. The losing activity will provide a copy of member's IDT history review, personnel event worksheet, and unadjudicated IDT report (if applicable). The personal IDT folder will be forwarded with the member's service, and health, and dental records. Close accountability for IDTs scheduled and performed during the transfer process is required.

707. Unit IDT Recording. FTS personnel will use this NSIPS module and the IPR to record the IDT attendance for the unit.

708. Individual IDT Recording. This NSIPS module allows the entry of IDT attendance on an individual basis for IDTs performed as RS or Us. The individual completed form required for other than RS IDTs serves as the basis for Individual IDT recording. Additionally, this form is used to input IDT performance for individuals TAD to nonparent activities. NSIPS release 0 consolidated and cancelled the RS and Additional Drill forms (NAVRES 1570/17). This form will be generated by NSIPS when specific data is entered. Ensure forms are prepared in a timely manner upon notification.

CAUTION: Care should be exercised with IDT data for individuals not assigned to the local NRA. There are no checks for SSN and name. This information must be entered correctly for the entry to be accepted.

709. Reserve Pay Timing. Data entered in NSIPS can be transmitted daily to RHS and is transmitted to DJMS-RC and IMAPMIS nightly (Monday through Friday).

a. IDT data is recorded and transmitted to the RHS system via NSIPS daily.

b. On Monday through Friday after 1930 Central Time, all IDT data processed by RHS for that day is transmitted to DJMS-RC for processing. Monday's file contains data transmitted to RHS on Saturday and Sunday. IDT data with today's date transmitted to RHS and transmitted to DJMS-RC on the same day will reject at DJMS-RC as a future IDT. Based on feedback from DJMS-RC, RHS will automatically resend these transactions to DJMS-RC so that it will post the next day. This will result in a 24-hour delay for the IDT to post at DJMS-RC when the IDT is transmitted on the day performed.

c. The day after the file is sent to DJMS-RC, IDT feedback is transmitted from DJMS-RC to RHS. On the same day, RHS processes the IDT feedback and sends the feedback to NSIPS on the next NSIPS transmission.

d. DJMS-RC runs a payment update weekly as per the DJMS-RC Update Schedule.

710. IDT Periods Away From the Parent Unit. (Paragraph 608 of this instruction contains policy for TAD IDT administration.) TAD IDT periods can be reported via any activity having access to NSIPS. When submitting IDT data on a Reservist attached to another NRA, forward a copy of the IDT verification report to the member's supporting NRA. RHS will provide this information to the parent activity to prevent assigning the member unexcused IDT periods. For Drilling Reservists performing TAD IDT at sites without NSIPS capabilities, verify IDT attendance data in writing and mail or fax to the supporting NRA within 5 days of the last IDT period. The supporting NRA is responsible for the following:

a. Entering the IDT data in NSIPS (TAD IDT period will be recorded as RSs).

b. Provide the Reservist with an original set of TAD orders, a copy for the training activity (TAD site), and an additional copy for each month of authorized TAD and envelopes (with the address of supporting NRA) for each month of authorized TAD.

c. Forward an advance copy of the TAD orders to the TAD site.

711. FY IDT Limitations. Each Drilling Reservist is required and authorized to perform a specified number of IDT periods during a FY. Regular IDT periods, Us, and AAs accumulate toward the total FY IDT authorization. Additional IDT periods maybe authorized for certain units per chapter 8 of this instruction. IDTs may not be performed or RS after the end of the FY. Refer to BUPERSINST 1001.39D, paragraph 1206 regarding issuing Us for IDT periods crossing FY boundaries. This also applies to VTU personnel.

712. Reporting of IDT Periods Over 12 Months Old. Report IDT periods over 12 months old via letter to DFAS-CL with explanation and supporting documents.

713. "De facto" IDT periods. Personnel in a pay status, who have performed IDT before being notified that their assignment has been terminated or no longer under contract, will be considered in "de facto" active status and paid for those IDT periods. This will be resolved by the NRA sending a letter to DFAS-CL with explanation and supporting documents.

CHAPTER 8ADDITIONAL IDT PERIODS801. General

a. DoDI 1215.19 of 12 December 2000 establishes policy for authorizing and scheduling additional IDT periods. Additional IDT periods provide individuals and units additional IDTs needed to achieve and maintain required mobilization readiness levels when 48 regular IDT periods are not enough to meet training objectives. Because of substantial costs, additional IDT periods must be supported by one of the following justifications:

(1) ATPs provide units and individuals additional required training per their unit's post mobilization mission requirements. This instruction limits most individuals to no more than 12 ATPs per FY. When more than 12 ATPs are allowed, no member shall perform more than 30 ATPs per FY. For the Navy Expanded Drill Opportunity Clinical (NEDOC) program, states that authorized Primary Health Care Physicians are allowed up to 30 days of ATPs without SECNAV authorization.

(2) AFTPs provide additional flight training, to achieve and maintain aircrew flying proficiency, and sustain mobilization readiness. AFTPs cannot be used in addition to the ATPs in paragraph 801a(1) above. AFTPs will not exceed 48 AFTPs per FY for any aircrew member unless specifically authorized by SECNAV.

(3) Reserve Management Periods (RMPs) provide support for the following training preparation functions: The day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions. RMPs will be used only when sufficient FTS personnel are not available to accomplish the above functions.

RMPs may not be performed on the same day with any other training period, (i.e., IDT, ATP or AFTP). Only one RMP may be performed in a calendar day. This instruction limits most individuals to no more than 24 RMPs per FY. When more than 24 RMPs are allowed, no member shall perform more than 30 RMPs per FY without SECNAV authorization.

b. Units that are not authorized by this instruction to perform additional IDT periods may request authorization to perform ATPs and/or RMPs from the Assistant Secretary of the Navy (Manpower and Reserve Affairs). The AD gaining command should either submit or endorse a unit's requests for ATPs, which should be submitted via Reserve echelons II and III. The request must indicate how many additional ATP periods are desired per member (e.g., 12, 24 etc.) and justify why regular IDT period limits do not allow a unit to sufficiently train for its post mobilization mission requirements. RMP requests should be submitted via echelons II through V, indicate how many IDTs are desired per FY, and describe how current FTS manning levels prohibit the unit from successfully completing training preparation functions without RMPs.

c. Schedule all additional IDT periods in advance. Scheduling can be accomplished via unit training schedules, flight schedules, additional IDT schedules, plan of the month, or verbally in short fuse situations. A description of training objectives must be documented. Record verbal authorization of additional IDT periods in the remarks section of the

Individual IPR (NAVRES 1570/22). Document attendance using the NSIPS IPR and the individual participation form.

d. The additional IDT limits discussed in paragraphs 802 and 803 are the maximum number of additional IDTs allowed by unit type and assume full funding. Consequently, these limits do not confer upon individual units execution authority. Authority to execute a given number of additional IDT periods will be reestablished annually based upon available funding. COMNAVRESFORCOM will issue funding levels and amplifying guidance at the beginning of each FY. This amplifying guidance, not paragraphs 802-803 and RHS IDT limits, will provide the basis for establishing actual FY additional IDT limits and execution authority.

802. Aviation Program Additional IDT Periods

a. Minimum duration of additional pay IDT periods will be 4 hours. IDT periods must be conducted aboard specifically authorized training activities only. Credit additional IDT periods within 3 working days after performance.

b. AFTP (aircrew IDT periods). Two AFTPs are authorized per day in which actual flight or required flight training (involving syllabus flights and crew qualification exercises conducted in an approved simulator, including tactical trainer), transition schools, Aircrew Coordination Training, Tactical Proficiency Course, swimming, or physiology qualifications that require a minimum of 8 hours to complete. One AFTP per day is allowed for Naval Air Training and Operating Procedures Standardization (NATOPS) training/testing, classroom training, schools, other required flight-related ground training, and completing OPNAVINST 3710.7S flight requirements.

c. ATP (nonaircrew IDT periods). Two ATPs are authorized per day for a minimum of 8 hours training in formal or informal OJT, which contributes to unit or individual mobilization readiness as follows:

(1) Any schools/classes that enhance the member's mobilization readiness.

(2) Informal OJT such as aircraft maintenance training, phase maintenance training and administrative procedures training. This OJT is not to include administrative requirements associated with the mobilization billet such as preparing enlisted evaluations or FITREPS, or other general administrative duties. The training must be specific to mobilization billet or rate training.

d. Aviation program IDT periods. The number of AFTPs, ATPs and RMPs cannot exceed limits authorized in the table below:

ADDITIONAL IDTs AUTHORIZED FOR THE AVIATION PROGRAM

<u>TYPE UNIT</u>		<u>FLIGHT CREW READINESS</u>		<u>NONFLIGHT CREW READINESS</u>
		<u>OFFICER</u>	<u>ENLISTED</u>	<u>OFFICER AND ENLISTED</u>
VAQ (EA-6)	RESFORON	72 (note 1)	0	12 (note 1)
VAW (E-2)	RESFORON	72 (note 1)	0	12 (note 1)
VP (P-3)	RESFORON	72 (note 1)	72	12 (note 1)
VR (C-130)	RESFORON	72 (note 1)	72	12 (note 1)
VR (C-9)	RESFORON	72 (note 1)	72	12 (note 1)

VFC (F-5/ F/A-18)	RESFORON	72 (note 1)	0	12 (note 1)
VR (C-20)	RESFORON	72 (note 1)	72	12 (note 1)
HCS (HH-60)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
HS (SH-3)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
HSL (SH-2)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
HM (MH-53)	RESFORON	72 (note 1)	48 (notes 2, 3)	12 (note 1)
VF (F-14)	RESFORON	72 (notes 1,4)	0	12 (note 1)
VFA (F/A-18)	RESFORON	72 (note 1)	0	

Notes:

1. Besides the additional IDT periods authorized in the table above, an additional 24 RMPs may be authorized for accomplishing unit administration, training preparation, support activities, and maintenance functions. COs must sign and forward individual certification letters directly to DFAS-Cleveland (FM) at the beginning of each FY.

2. Flight engineers/crew chiefs/load masters/flight attendants may be authorized AFTPs commensurate with officer IDT periods by same type aircraft. COs will forward individual certification letters directly to DFAS-Cleveland (FM) at the beginning of each FY indicating name, SSN, aircraft type, number of additional IDT periods and effective date.

3. AFTP helicopter squadron aircrewmen who maintain dual qualifications as Search and Rescue Swimmer (NEC 7815) or Helicopter Rescue Aircrewman (NEC 8215) are authorized 60 additional IDT periods. A certification letter signed by the CO must be forwarded directly to DFAS-Cleveland (FM) at the beginning of each FY. This certification should show: Name, SSN, NEC, number of authorized additional IDT periods, and effective date.

4. Intelligence officers assigned to VF TARPS-capable RESFORONs are authorized 36 additional IDT periods (12 ATPs and 24 RMPs). These IDT periods are intended to support the photo reconnaissance mission and training of aircrew. COs will forward individual certification letters directly to DFAS-Cleveland (FM) at the beginning of each FY indicating name, SSN, aircraft type, number of additional IDT periods and effective date.

803. COMNAVRESFORCOM Additional IDT Periods. COMNAVRESFORCOM will annually publish a message detailing additional IDT funding. Assuming full funding, the following table lists the maximum number of additional IDT periods Drilling Reserve may perform based upon their unit affiliation:

COMNAVRESFORCOM MAXIMUM ALLOWABLE ADDITIONAL IDT PERIODS

	<u>OFFICERS</u>	<u>ENLISTED</u>
NRF SHIPS	30 (note 1)	30 (note 1)
NRF SQUADRON STAFFS	12	12
NEDOC	30 (note 2)	30 (note 2)
SPECIAL BOAT SQUADRON/UNITS/ DETS	12	12

NR SEAL TEAM/SWIMMER VEHICLE DELIVERY TEAM	12	12
NR SPECWAR GROUPS/UNIT	12	12
EODMU	12	12
EODMU DETS	12	12
NCW GROUPS	30	30
MIUW UNITS	12	12
INSHORE BOAT UNITS	12	12
HARBOR DEFENSE COMMANDS	12	12
MDSU DETS	12	12
NR FTG DETS/ATG DETS	12	12
SMCR UNITS (e.g., 4TH MAW, 4TH MARDIV, 4TH FSSG) (MEDICAL PERSONNEL ONLY)	0	12
COMNAVELSF AND DETS	12	12
FLEET HOSPITALS AND DETS	12	12
USOCOM	12	12
2NCB (AREA OF RESPONSIBILITY)	12	12
3NCB (AREA OF RESPONSIBILITY)	12	12
CVWR AUGMENTATION	72	0
TRAWING AUGMENTATION	72	0
VRC (C-12) AUGMENTATION	36	24
NR SECGRU	12	12 (note 3)
NR CV-67 474 AUGMENTATION	12	12

Notes:

1. Members assigned to NRF "Pri-Crews" may perform a maximum of 30 ATPs per FY, regardless of the ship transfer date to the NRF.
2. Members enrolled in the NEDOC program may perform a maximum of 30 ATPs if authorized by COMNAVRESFORCOM and included in the annual additional IDT distribution message.
3. NAVRESSECGRU CTI personnel are authorized ATPs for language proficiency training. COMNAVAIRFORES (N2C) will forward a list of personnel authorized ATPs to DFAS-Cleveland (FM) at the beginning of each FY.

c. Minimum duration of Additional IDT periods with pay is 4 hours. IDT periods must be conducted aboard specifically authorized training activities only (e.g., NRF ships, NAVRESCENS). Additional IDT periods will be recorded via NSIPS within 3 working days of the day they are performed.

CHAPTER 9STANDARD FILE MAINTENANCE REQUIREMENTS

901. Personal IDT Folder. File the history review in the IDT folder within 30 days from the anniversary date.

a. Left side of folder: Detail Review Report for past IDT history.

b. Right side of folder:

(1) Copies of orders to current unit.

(2) Original Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2).

(3) Copies of all Satisfactory Participation Requirements/Record of Unexcused Absences (NAVRES 1570/2) sent notifying the member of their unexcused IDT periods.

(4) Copies of correspondence (i.e., letters, memos) relating to IDT participation. (Does not include IPR).

(5) Copies of current EFT authorization.

(6) Copies of W-4 form, FITW/FITWA, SITW/SITWA.

(7) Completed AT/ADT/ADSW orders with endorsements, which includes any documentation that they were paid for completing these orders.

(8) Current commissary card stubs.

(9) State of Legal Residency (DD 2058).

(10) Copy of Notice of Basic Eligibility (NOBE).

(11) RS/ADD IPR.

902. Disposition of Personal IDT Folder. The personal IDT folder is the Reservist's unit personnel personal record and will remain with their official records. The following procedures shall be followed:

a. Transfer Between Units. If the transfer is to a unit within the same NRA, their personal IDT folder will be filed with the gaining unit's folders. For transfer to a unit in a different geographic location, print two copies of the member's IDT History Review. File a copy on the right side of the Personal IDT Folder and fax the other copy to the gaining command. Mail IDT folder, service and health records to the gaining activity.

b. Discharge/transfer to NAVRESPERSCEN. Give the personal IDT folder to the member for retention. A certified copy of the IDT History Review will be forwarded in the service record.

c. Immediate Reenlistment. Immediate reenlistment in present assignment does not affect maintenance of the personal IDT folder.

903. Unit IDT/Accounting Folder. FTS personnel will prepare and maintain a folder for each Reserve unit for the current and past 2 FY.

- a. All IPRs. This includes unit, partial unit, and individual IPR.
- b. Copies of IDTT orders, if IDT periods are not recorded on a unit, partial unit, or individual IPR.
- c. Copies of TAD orders, if IDT periods are not recorded on a unit, partial unit, or individual IPR.
- d. NSIPS IDT Verification reports.
- e. Copies of correspondence relating to the administration of unit IDT records (e.g., "By direction" letters).
- f. All IPRs (NAVPERS 1540/21)

904. Unit Pay Report Folder. Each unit will establish and maintain a unit pay folder for the current and past two FYs. This folder will contain Naval Reserve IDT Earning Statement Reports. These reports provide a list of unit personnel who received a payment during the pay cycle.

Note: This report will contain information from DJMS-RC via RHS for format and emailed to the NRAs NSPXXXXX@cnrf.nola.navy.mil account. Ensure that the print setup is set to landscape to avoid wrap around information.

905. Transmissions Log. File chronologically by date, with cover sheet showing date of transmission. Reviewed, signed, dated, and annotated with corrective action taken for any transactions failing RHS/IMAPMIS edits. These transactions will be reflected as "error record" in the log.

906. Unit Unadjudicated IDT Report Folder. Each unit will establish and maintain a unit unadjudicated reports folder for the current and past 2 FY.

907. Reports. Print NSIPS reports as follows:

- a. Additional IDT Report. To monitor additional IDT periods.
- b. Unadjudicated IDT Report. To ensure adjudication of all IDT(s) after IDT attendance data is posted. This report is printed at the end of every week to ensure adjudication of any RS IDTs performed during the week has been completed.
- c. AA Report. To monitor AAs.
- d. Equivalent Training (ET) Report. Use of ETs are currently suspended.
- e. RS/ET Suspense Report. To monitor RS IDTs.
- f. Unit IDT Summary Report. Print prior to drill IDT weekend to verify drill IDT status.
- g. Unexcused IDT Report. Print report upon completion of all IDT posting to ensure unsatisfactory participants are processed per current directives.

h. IDT Detail Review Report. The IDT detail review provides specific IDT dates, the RUIC the member was attached to when IDTs were performed, number of IDTs performed on that date and the status of those IDTs, (e.g., IDT submitted to RHS, IDT sent to DFAS, IDT paid). Also if an error occurs, (e.g., IDT cancelled), the report will provide a status.

CHAPTER 10ENLISTED PERFORMANCE EVALUATION AND COUNSELING SYSTEM

1001. General. Prepare evaluations/FITREPS and conduct counseling for Reservists per BUPERSINST 1610.10.

1002. Control of Submission/Quality Control. Supporting NRAs must maintain a system for report control and set up a time line for submitting reports. Units will submit completed evaluations/FITREPS to supporting activities NRA for quality control review and for submission to NAVPERSCOM before established deadlines.

a. Submit reports on construction battalion personnel assigned to Reserve Naval Mobile Construction Battalion (RNMCB) detachments to the supporting NRA. The supporting NRA does the quality control review and submits the evaluations to NAVPERSCOM.

b. RESFORONS/NRF ships will maintain their own system to control report submission.

c. Echelon IV commands will maintain a system for report control on Reservists assigned to their respective staffs.

d. Date of last evaluation/FITREP is required in NSIPS.

e. Program 32 Unit CO FITREPs are prepared by the gaining command MTF with concurrent by the NRA CO if desired.

f. Program 46 Unit CO FITREPs are prepared by BUMED-02 with Concurrent by the NRA CO if desired.

CHAPTER 11RATIONS-IN-KIND FOR ENLISTED PERSONNEL AND
COMMERCIAL/BQ BERTHING FOR NAVRES PERSONNEL

1101. General. This chapter provides policy and procedures for issuing rations-in-kind to NAVRES enlisted personnel and commercial/BQ berthing for officer and enlisted NAVRES personnel participating in multiple IDT periods.

1102. Policy. To provide rations/berthing to NAVRES personnel performing IDT under 37 UNITED STATES CODE (USC), and chapter 6 of this instruction. COs of NRAs are authorized to provide rations-in-kind to enlisted Reservists and commercial/BQ berthing for officer and enlisted NAVRES personnel performing multiple IDT periods who meet the eligibility requirements below.

1103. Eligibility Requirements for Individual Meals. Rations-in-kind will be provided to Reserve enlisted personnel performing multiple IDT periods. Payment cannot be made to members for meals not consumed. Furthermore, members must make repayment for rations-in-kind consumed if the requirements are not met. A summary of eligibility requirements for rations-in-kind follows:

a. Breakfast. Satisfactorily performs at least two 4-hour IDT periods during the calendar day the breakfast meal is consumed, travel more than 50 miles to the drill IDT site, and have occupied local quarters the previous night.

b. Lunch. Satisfactorily performs at least two 4-hour IDT periods on the day the lunch meal is consumed.

c. Dinner. Satisfactorily performs at least two 4-hour IDT periods the day following consumption of the evening meal, will occupy local quarters, and will travel more than 50 miles from the drill IDT site.

1104. Eligibility Requirements for Berthing. Berthing will be provided to officer and enlisted Reserve personnel performing multiple IDT periods and living more than 50 miles away from their permanent drill IDT site/off-site drill IDT site. Payment cannot be made to members for berthing not used. Furthermore, members must make repayment for berthing used if the requirements are not met. A summary of eligibility requirements for berthing follows:

a. Satisfactorily performs at least two 4-hour IDT periods during the calendar day after the calendar day berthing was used, reside and travel more than 50 miles from the permanent drill IDT site.

b. Satisfactorily performs at least two 4-hour IDT periods during the calendar day after the calendar day berthing was used, travel more than 50 miles to the off-site drill IDT site, provided the off-site drill IDT has been approved, and designated in writing by the unit CO.

1105. Procurement. Procedures for obtaining rations-in-kind for NAVRES enlisted personnel and commercial berthing/BQ for NAVRES personnel on multiple IDT periods are in COMNAVRESFOR P4000.1.

CHAPTER 12Medical

1201. General. A brief summary of medical and dental requirements and/or possible benefits for Reservists is provided for information purposes only.

1202. Physical Qualification. Naval Reservists are required to meet physical qualifications per MANMED (NAVMED P117) and SECNAVINST 1850.4D, appendix B. Non-NAVRES related injuries, illnesses, or diseases incurred outside of duty status (not Naval service connected) guidelines for the retention process are in the BUPERSINST 1001.39D.

1203. Disability Benefits

a. The Notice of Eligibility (NOE) program provides medical and/or dental care and incapacitation pay benefits to eligible Reservists who incur or aggravate injuries, illnesses and diseases during periods of AD. AD periods include: AT, ADSW, ADT, IADT, IDT, or IDTT of 30 days or less. The guidelines for this program are in COMNAVRESFORINST 1770.5B.

b. Emergency Care. Medical or dental treatment of severe, life threatening, or potentially disabling conditions requiring intervention to prevent suffering, loss of life, limb or eye sight. Emergency treatment is authorized regardless of the member's status until the condition is stabilized.

1204. Dental Qualification. Naval Reservists are required to maintain a minimum dental qualification of dental class 2. If the member is dental class 3 following an examination, the member will be placed in a Temporarily Not Dentally Qualified status for a period of 6 months per BUPERSINST 1001.39D. All Naval Reservists with at least 12 months remaining on their service commitment may be eligible for the Tricare Dental Plan program.

CHAPTER 13PAY AND ALLOWANCES

1301. General. Refer to BUPERSINST 1001.39D/DoDFMR/Title 37 USC.

a. IDT Compensation. Inactive duty personnel are entitled to IDT compensation for performing IDT. They may also, under some conditions, be entitled to receive special and incentive pays for the performance of IDT. A member of the Drilling Reserve who is not entitled to basic (AD) pay, is entitled to compensation at the rate of 1/30th of the basic pay authorized for a member of a uniformed service of a corresponding grade entitled to basic pay for:

(1) Each period of regular instruction or duty at which the member participates for at least 4 hours.

(2) An enlisted member may also be authorized rations when the instruction or duty periods total at least 8 hours in a calendar day.

b. Regular Military Compensation (RMC). Naval Reservists may also be eligible for RMC when on AD. The three main elements of RMC are:

(1) Base pay.

(2) Basic allowance for housing (or quarters-in-kind).

(3) Basic allowance for subsistence (or rations-in-kind).

c. Special Pay and Allowances. Naval Reservists may also receive other military compensation, whether pay or allowances, when authorized by Congress, depending on the nature of their duty assignment, their military specialty, where they are stationed, and the duration of their orders.

d. EFT. EFT has been established as the standard pay delivery system in the NAVRES. All Drilling Reserve must enroll in EFT at the earliest opportunity. Participation is mandatory; see paragraphs 102c and 102d of this instruction for exceptions and special cases.

1302. Career Sea Pay (CSP) for Reservists

a. Policy. Naval Reservists on sea duty while performing AT, ADT or ADSW earn CSP per DoDFMR and SECNAVINST 7220.77D.

b. Eligibility Criteria. Regulations concerning entitlement to CSP are in the DoDFMR. Entitlement to CSP does not always exist at all times while serving in any type ship. Enlisted members can become entitled to CSP only while serving on a category A or B ship per MILPERSMAN article 7220-060.

c. Rates Payable. The monthly CSP rates are in DoDFMR.

d. Administrative Procedures. The following administrative procedures apply to Naval Reservists on inactive duty:

(1) Reservists require computation of sea duty for CSP purposes.

(2) An Administrative Remarks, (NAVPERS 1070/613) entry shall be made in each officer and enlisted member's service record to record sea duty time for CSP. The entry will reflect the starting, stopping, or idling of the members' counter per SECNAVINST 7220.77D. Activities where personnel, normally experience a large number of brief sea duty periods, such as Fleet Training Units (FTUs), may make a quarterly summary entry of sea duty days credited each member.

(3) Enter cumulative sea duty in NSIPS upon initial computation and update as changes occur.

(4) Enter creditable sea duty on AT/ADT applications for imprinting on orders. These orders are source documents for disbursing officers in calculating and paying CSP.

1303. Special Pay and Allowances. Naval Reservists may also receive other military compensation, whether pay or allowances, when authorized by Congress, depending on the nature of their duty assignment, their military specialty, where they are stationed, and the duration of their orders.

a. Naval Reserve Fleet Pay. Reservists assigned to NRF Ships (specified in COMNAVRESFORCOM annual message) are authorized an additional \$10 per IDT period up to 60 IDT periods per FY.

b. Diving Duty Pay. COMNAVSURFRESFORINST 7220.1D authorizes special pay (diving) when performing IDT for Naval Reservists assigned to duty involving diving. Orders to duty involving diving for NAVRES personnel are those issued by competent authority, which specify, "Performance of Diving Duty is Authorized." Special pay equates to 1 day of special pay per IDT period. Eligibility for special pay for diving terminates upon detachment from an authorized NAVRES diving unit, transfer between authorized NAVRES diving units, removal from diving duty, or upon lapse of diver qualification.

c. ACIP. Entitlement to ACIP is determined per the DoDFMR and BUPERSINST 7220.29. Specific procedures and limitations applicable for inactive duty officers are in BUPERSINST 1001.39D, chapter 14.

d. Special Pay (Medical). Doctors, dentists, and certain officers of the nurse corps may be authorized special pay when they meet certain qualifications specified in by law and are ordered to AD for more than 30 days. The point of contact for establishing professional service dates for these officers is NAVPERSCOM (Pers-912).

e. Special Pay (Other). Certain other Reservists (i.e., submariners, SEALS, etc.) are entitled to special pay when they meet certain qualifications specified by law and regulations. NAVPERSCOM (Pers-20) should be contacted concerning entitlement questions.

CHAPTER 14PAY INQUIRIES AND DISCREPANCIES

1401. General. This section provides the NSIPS coordinator, IDT clerk, and TT operator with information useful in solving Reservists' inquiries regarding pay discrepancies. By reviewing the Earning Statement Report, DJMS-RC Status Report, NSIPS transmission log, and the DJMS-RC Unit Error Report, NSIPS coordinators, IDT clerks should be able to determine what corrective action is required on their part or what action may be in process. TT procedures have been established to assist in resolving pay discrepancies when the NSIPS coordinator or IDT clerk is unable to determine the proper corrective action.

1402. Officer Promotion Letters

a. To compute pay for IDT at the new rank, a copy of the officer promotion letter (NAVPERS 1421/7), indicating the effective date of rank, will be submitted to NAVPERSCOM (Pers-802) by the command holding the officer's record. Promotions are submitted as an NSIPS entry as "GRADE" only. Date of rank is entered by NAVPERSCOM.

b. To receive a pay increase because of a promotion, for a period of AT or ADT, a certified copy of the officer promotion letter, order modification and payment voucher (NAVCOMPT 2120) should be forwarded to the disbursing office that made the original payment. The orders will be returned to the officer upon liquidation.

1403. Inquiries Concerning IDT Pay. The Privacy Act of 1974 (PL 93-579) authorizes DFAS-Cleveland to release check information to the Reservist, the Reserve unit, and certain pay information to authorized civilian personnel such as banks or mortgage companies.

1404. Mailing of IDT Paychecks. IDT payments are processed twice weekly with payments dated 7 days after transmission. Example: October IDT performance and any other pay related data reaches DFAS-Cleveland by noon on Wednesday, the payment will be made on Thursday of the following week.

1405. Returned IDT Paychecks. If a Reservist's IDT paycheck is returned for postal reasons, all future check mailings will be suspended until a valid address is received. Upon receipt of a valid address, submitted via TT, or correspondence from the Reservist or the Reserve unit, returned check(s) will be remailed and any back pay will be included in the next check.

1406. Change of Check Mailing/Correspondence Addresses. DFAS-Cleveland has the capability to maintain two addresses. The first is a check mailing address and the second is a correspondence address. The check mailing address will be used only for mailing of checks, while the correspondence address will be used for earning statements, W-2's and similar correspondence.

a. Use NSIPS to report home address changes to DFAS-Cleveland for Naval Reservists on IDT Orders. Use the Change of Address Notice (blue) NAVFINCEN 5110/7 (Rev. 11-84) or a letter to DFAS-Cleveland (Code FMBA) only to change

foreign addresses not currently supported by NSIPS. The following foreign addresses are currently supported by NSIPS and do not require submission of the NAVFINCEN 5110/7.

COUNTRY CODE	LOCATION
PR	Puerto Rico
GU	Guam
PW	Palau
MP	Northern Mariana Islands
PS	Trust Territory of the Pacific Islands
AS	American Samoa
FM	Federated States of Micronesia
VI	Virgin Islands

b. The following information is provided for both paycheck recipients and members enrolled in EFT:

(1) Non-EFT participants: Correspondence and check mailing addresses are the same. Address is used to mail checks, earning statements, Form W-2, and correspondence. NSIPS home address change transaction will change both correspondence and check mailing address.

(2) EFT participants: Correspondence and check mailing addresses are different. Correspondence address is used to mail the earnings statement, Form W-2, and correspondence. Check mailing address is the financial institution's address. NSIPS home address change will only change the correspondence address. Use DDS Enrollment Form (SF-1199A) to enroll and change financial institution information.

c. Naval Reservists not on IDT orders and all others will submit the Change of Address Notice (blue) (NAVFINCEN 5110/7) to DFAS-Cleveland (FM). A supply of forms may be obtained from the same address. Addresses, which show c/o (in care of), are not acceptable.

1407. Stop Payment Action for Lost, Stolen, Destroyed, or Missing Check. After the unit and the Reservist have verified that an IDT paycheck was either lost, destroyed, or missing, the Reservist must write to DFAS-Cleveland (FM) over their own signature to request that a stop payment action be initiated. The request must include the date and the net amount of the check. In addition, the Reservist must also furnish their SSN and current home address. Stop payment action cannot be taken without complete information. Follow-up correspondence concerning a check for which stop payment action has been requested must be directed to DFAS-Cleveland (FM). If a Reservist is issued a new check by DFAS-Cleveland, and the original check is later found, the Reservist is obligated to return the original check to DFAS-Cleveland (FM). Under no circumstances should the original check be cashed.

1408. Withholding Tax for Naval Reserve IDT Pay. IDT pay is subject to withholding tax in the year that payment was made, not when the IDT periods were performed. NSIPS entries are required for reporting State and Federal Tax status changes to DFAS-Cleveland. The original W-4 Form will be retained in the personal IDT folder. See chapter 9 for filing requirements.

1409. Program Management (PM). PM is primarily a pay problem reporting, research, and tracking system. A pay problem is submitted as a TT in PM and

is defined as, but not limited to, any occurrence that would cause a member not to receive IDT pay, bonus payments, or special pay. Echelon IV commands have the ability to research NSIPS uploads/downloads and RTSS(TE), IMAPMIS, and DFAS databases to resolve pay problems at the lowest level.

a. Echelon V responsibilities: Echelon V activities will report all pay problems within 1 working day using a pay TT. Report only problems that cannot be resolved locally to supporting echelon IV activities for entry into PM for tracking and research. Problems submitted to echelon IV activities must define the problem, discuss any research attempts and identify whether the problem is pay or nonpay. Echelon IV activities are required to log all TTs submitted. Record name/rate/rank/SSN, date problem was discovered, date submitted to the echelon IV, and type of problem.

b. Echelon IV/V operational units responsibilities: NRF ships, MIUW, RNMCF units, or other units not subordinate to a NAVRESREDCOM or other NRA, but subordinate to COMNAVRESFORCOM, will report all pay problems to their supporting NAVRESREDCOM immediately upon discovery.

c. Echelon IV responsibilities: Echelon IV activities will enter pay problems into the PM system within 1 working day of receipt from the echelon V activity. Upon entering a TT into the PM system, the echelon IV will ensure that all fields are properly entered. In addition, each TT will be revisited on a weekly basis. Every effort should be made to resolve the reported problems through RHS/IMAPMIS/DJMS research capabilities. Problems that cannot be corrected at this level within 3 working days will be released to the Help Desk for further research and ultimate resolution. TTs that require DFAS-CL resolution will be forwarded from COMNAVRESFORCOM only and will be coded as status "AN". When COMNAVRESFORCOM forwards TT to DFAS-CL, the TT will be put back into the echelon IV account for tracking. The echelon IV will verify member's account after each DFAS update for 2 weeks. When the DJMS-RC account reflects payment, echelon IV will close TT and inform all concerned. If TT has not been paid in 2 weeks, forward TT back to COMNAVRESFORCOM requesting immediate action ensuring status remains as "AN".

d. Feedback: Problem status and resolution will be provided through PM to echelon IV activities and through the NSIPS GroupWise Account message to echelon V activities. Echelon IVs will provide weekly status updates to the echelon V on each TT until problem is closed. Immediately upon receipt of feedback from Help Desk or the supporting echelon IV activity, the reporting command will initiate all required corrective action. After corrective action has been taken and the information has been verified, the echelon IV will close the TT.

e. File Maintenance Requirements: All activities will keep hard copy files, including all feedback of unresolved (open) TT. The Reserve Pay or Administrative Supervisor should review this file on a weekly basis. Additionally, activities will keep a historical file of resolved (closed) TTs. This file will be maintained for the current and past 2 FYs.

CHAPTER 15

UNIFORMS

1501. General. U.S. Navy Uniform Regulations (NAVPERS 15665I) prescribes uniform and grooming standards for all personnel authorized to wear the U.S. Navy uniform.

1502. Uniform Requirements. Uniform requirements for officers, chief petty officers, and enlisted personnel E6 and below are in COMNAVRESFOR P4000.1, section III.

Chapter 16

Enlisted Classification Program

1601. General. The purpose of the enlisted classification program is to achieve the most effective use of available manpower. MILPERSMAN articles 1221-030 through 1236-020, and 1236-030 provide basic information concerning enlisted classification program.

1602. Responsibilities. COMNAVRESFOR is responsible for providing classification program guidance throughout the NAVRES. COMNAVRESFORCOM/COMNAVAIRFORES are responsible for inspecting all areas of classification as part of their regular assessment cycles and providing technical assistance to their echelon IV commands.

a. Echelon IV commands (NAS, NAF, NAVAIREs, NAVRESREDCOM) are responsible for assigning a qualified classifier who is an individual with an NEC of a PN-2612 NEC and designated in writing in the command's collateral duty notice to administer the enlisted classification program. The classifier will:

(1) Implement and inspect the enlisted classification program for all assigned personnel, active and inactive, in their command including operational support units.

(2) Provide technical guidance to their cognizant NRA classifiers/classification coordinators.

(3) Review service records, submit and monitor NEC requests for staff personnel, and operational support units.

(4) Monitor progress of and counsel, if applicable, any NAVRES member assigned or under their administrative control who are enlisted/affiliated in a temporary paygrade; APG, NAVET, OSVET, CB(VET), RESCORE-R, or who are placed in an "in-service training/direct conversion" status.

(5) If RESCORE-R applicants are attached to local NRA, ensure they have a minimum of 4 years obligated service at time of initial enlistment/affiliation.

(6) Ensure completion and collection of DOT Skills Questionnaire (NAVRES 1220/4) upon initial affiliation or enlistment, reenlistment and annually updated for drilling personnel attached to their command. Enter civilian skill information into NSIPS.

(7) Administer other aspects of the classification program including: Submission of request for retests, administer retests, entry of authorized NECs, assignment and service record entry of DEFENSE GROUP (DG) NECs for nondesignated personnel, and entry of ASVAB test scores on Enlisted Qualifications History (NAVPERS 1070/604). Ensure destruction of classification material per SECNAVINST 5212.5D and MILPERSMAN article 1236-030.

b. Echelon V commands (surface NRAs, RESFORONs, and NAVAIRESCENS) are responsible for:

(1) Assigning the collateral duty of and designating a staff member as the classification coordinator.

(2) The classification coordinator will:

(a) Implement enlisted classification program for assigned units including operational support units.

(b) Maintain close liaison with and inform parent echelon IV classifier concerning all classification matters under classifiers purview.

(c) Ensure assigned Reservists complete DOT Skills (NAVRES 1220/4) upon initial enlistment, reenlistment, affiliation, and update annually. Enter civilian skills information into the NAVRES NSIPS database. Maintain NAVRES 1220/4 in classification files.

(d) Ensure RESCORE-R applicants have a minimum of 4 years obligated service at time of initial enlistment interview (this interview is part of enlistment package).

(e) Monitor progress of individuals possessing conversion NECs using NRPC 1080-1408 report from IMAPMIS.

(f) Request NECs as follows:

1. Ensure conversion NECs are requested on personnel who enlisted under the Rescore-R program and CB(VET) program.

2. Request NECs from NAVRESPERSSEN (N501) via the appropriate echelon IV command and any applicable program sponsors (e.g., BUMED, SECGRU) using Navy Enlisted Classification (NEC) Change Request (EPMAC 1221/2). The request may be signed by direction and will also be signed by the classifier/classification coordinator.

3. Review service records upon affiliation or as soon as it is received from NAVRESPERSSEN by the classifier/classification coordinator. Review record to ensure that NECs member obtained while on AD, and are required by billet or unit collateral assignment, are requested upon assignment. Requests for NECs are required to have appropriate justification (e.g., DD 214N, NAVPERS 1070/604 or other substantiating documentation).

4. Ensure NEC sequence codes have been considered when assigning NECs. Sequence codes listed in Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F, volume II).

5. Ensure the individual is in the proper source rate/rating for the requested NEC.

6. Maintain copies of NEC requests and approvals to keep track of status.

7. Liaise with training department concerning Drilling Reserve who are in or have attended any school, OJT projects or correspondence courses that authorize/award an NEC upon completion.

8. Assign DG NECs to all nondesignated (SN/AN/FN) personnel per Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F, volume II).

9. Enter, or ensure service record holder enters all authorized and assigned NECs on NAVPERS 1070/604, per MILPERSMAN article 1200-050 and NAVPERS 18068F, volume II.

10. Ensure DG NECs are removed and appropriate rating NECs are added to NAVPERS 1070/604 when nondesignated member is authorized/awarded striker identification or advanced to a designated rate.

(f) Monitor progress of and provide counseling to Naval Reservists who enlisted within the provisions of the APG, NAVET, OSVET, RESCORE-R, or CB(VET) NAVET enlistment incentive programs. Accomplish this by using tickler files to track record of counseling, rating requirement progress, and advancement requirement progress. Tickler files may be kept on index cards or Automatic Data Processing (ADP) equipment.

(g) Provide monitoring and counseling guidance to Seabee unit career counselor who will monitor progress of CB(VET) completing "A" school equivalency and advancement requirements.

(h) Ensure every service record has ASVAB test recorded on either NAVPERS 1070/604, section II or previously issued NAVPERS 1070/603. NAVPERS 1070/604 will be signed by enlisted classifier only. If a classifier is not available at the NRA, forward the NAVPERS 1070/604 to the next higher echelon with a classifier assigned.

1603. Counseling. Provide counseling as follows:

a. For APG, NAVET, enlistment incentive program and OSVET personnel, counseling is recommended at the 6-month enlistment anniversary date, but is also required at the 18th and 30th month anniversary of enlistment.

b. For RESCORE-R and "in service training" personnel provide counseling at 6th and 12th month anniversary of enlistment.

c. For CB(VET) personnel. Unit COs/OICs will ensure counseling by the unit career counselor on a 6-month basis, reporting progress to their battalion with a copy to the NRA classifier/classification coordinator.

d. During counseling sessions, inform the member of their progress toward completion of rating requirements.

e. Document all counseling sessions with an Administrative Remarks, (NAVPERS 1070/613). If the member fails to show for counseling session or is unavailable at the scheduled time, notify the member by certified mail of their requirements that remain to be completed.

f. Personnel not completing requirements, for any program, in the prescribed time will revert to their permanent rating on the day following the expiration date. If NRA CO desires to transfer the member to a local vacant billet in the member's permanent rate, request will be sent to COMNAVRESFOR (N113) via the chain of command including COMNAVRESFORCOM (N12)

or COMNAVAIRFORES (N12) as applicable, or these personnel will be transferred to the IRR.

g. APG, RESCORE-R and NAVET members may request reversion to their permanent rating due to personal circumstances before the allotted time expires by forwarding a request to COMNAVRESFOR (N113) via the appropriate chain of command. Note: This action will result in termination from their billet and may result in the transfer to the IRR.

h. APG members who, through no fault of their own, are no longer eligible for their temporary rating will be reverted to their permanent rate (SN/AN/FN) and may be transferred to a vacant billet, if available, requiring a nondesignated member.

i. Non-prior service APG personnel are required to complete NPSAC Training as their initial AT within 12 months of enlistment. Waivers will be granted per BUPERSINST 1001.39D. Prior service personnel are not required to attend NPSAC Training.

1604. Basic Reserve Intelligence Training (BRIT) Program. Nondesignated personnel desiring to strike for IS must be interviewed by a classifier. The classification interview appraisal worksheet will be included as an enclosure when submitting an in-training status request to enroll in the program. Submit change-of-rate requests to NAVPERSCOM (Pers-812), via the chain of command. Upon approval from NAVPERSCOM (Pers-812) assign members the DG NEC 9720 via NSIPS and make appropriate service record entries.

1605. Reporting of Civilian Skills Information. NRAs will ensure that civilian skills information (e.g., four digit job skill codes and 1000 character job description) is completed and entered in NAVRES database via RHS/RTSS or NSIPS on every Drilling Reserve member.

a. NAVRES unit COs will collect the required skills information on both officers and enlisted using NAVRES 1220/4. After collection, the completed form will be forwarded to the NRA classifier/classification coordinator for NSIPS entry of Education (EDUC), SCHST, skill codes and job description. After NAVRES database entry, NAVRES 1220/4 will be maintained in a separate file for annual update.

b. Civilian skills information will be collected at the following times.

(1) Upon initial affiliation, enlistment, or reenlistment.

(2) Updated annually, during AT/ADT processing.

c. Instructions for completing the NAVRES 1220/4 are on the reverse side of the form.

d. Amplifying instructions for completing block 6G (job description) follows:

(1) In the first line, enter up to 12 skill codes (four digits) which apply to the member's expertise. A comma shall separate each code. Skill codes are listed below.

(2) If no applicable skill code can be identified, enter the code "8600", (Miscellaneous) and contact COMNAVRESFOR (N121) at commercial (504) 678-1300 or DSN 678-1300. The remaining lines will contain the member's job description in a free text format and amplify each of the skill codes listed in the first line. Ensure the following information is included:

(a) Special equipment (e.g., forklift, personal computer, lathe, radiography machine);

(b) job function (e.g., design, analyze, teach/instruct, installation, management, Administration, planning);

(c) special procedures (e.g., diagnosing circuitry, producing/editing videos);

(d) computer literacy (e.g., word processing, spreadsheets, data entry); and

(e) foreign language skills (e.g., speech, and writing/reading comprehension).

Note: Be as specific as possible and do not use abbreviations. All words must be completely spelled out to facilitate a word search on the data field.

DOT Skill Codes (NAVRES form 1220/4 (Rev 10-94))

<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
1000	Accounting	1020	Acoustics
1040	Acquisition	1060	Actuary
1080	Administration	1100	Advertising
1120	Air Traffic Control	1140	Administrative Fuels
1160	Analyst	1180	Antennas
1200	Anthropology	1220	Appraiser
1240	Architect	1260	Archivist
1280	Artificial Intelligence	1300	Artist
1320	Asbestos Abatement	1340	Astronomy
1360	Audiovisual	1380	Audiology
1400	Auditor	1420	Automatic Test Equipment
1440	Automotive	1460	Aviation services
1480	Banking	1500	Battle Management
1520	Biochemistry	1540	Biology
1560	Bookkeeping	1580	Buyer
1600	Computer Aided Design	1620	Carpenter
1640	Cartography	1660	Chemical/Biological Defense
1680	Chemistry	1700	Chiropractor
1720	Clergy	1740	Combat Systems
1760	Command and Control	1780	Communications (Cellular)
1800	Communications (Covert)	1820	Communications (Data)
1840	Communications (Optical)	1860	Communications (Satellite)
1880	Communications (Spread-spectrum)	1900	Community Affairs
1920	Computer Programmer	1940	Construction
1960	Control and Guidance	1980	Corrections Officer
2000	Corrosion Control	2020	Cost Estimating
2040	Counseling	2060	Counter Narcotics

2080	Crane Operator	2100	Cryptology
2120	Customer Relations	2140	Data Fusion
2160	Data Processing	2180	Database Management
2200	Decision Aids	2220	Demolition
2240	Dental Hygiene	2260	Dental Laboratory Technician
2280	Dentist (Endodontics)	2300	Dentist (General)
2320	Dentist (Oral Surgery)	2340	Dentist (Orthodontics)
2360	Dentist (Pediatric)	2380	Dentist (Periodontics)
2400	Dentist (Prosthodontics)	2420	Desktop Publishing
2440	Diesels	2460	Dietitian
2480	Digital Signal Processing	2500	Display Systems
2520	Distributed Simulation	2540	Distributed Systems
2560	Diving	2580	Diving Physiology
2600	Dosimetry	2620	Drafting
2640	Electronic Counter Measures/Electronic Counter/Countermeasures	2660	Ecology
2680	Economics	2700	Editor
2720	Electrician	2740	Electromagnetic Propagation
2760	Electronic Warfare	2780	Electronics
2800	Emergency Medical Technician	2820	Emergency Preparedness
2840	Electromagnetic Interference/ Electromagnetic Compatibility/ Radio Frequency Interference	2860	Employee Relations
2880	Energy Conservation	2900	Engineer (Aerospace)
2920	Engineer (Agriculture)	2940	Engineer (Biomedical)
2960	Engineer (Ceramic)	2980	Engineer (Chemical)
3000	Engineer (Civil)	3020	Engineer (Communications)
3040	Engineer (Control Systems)	3060	Engineer (Electrical)
3080	Engineer (Environmental)	3100	Engineer (Facilities)
3120	Engineer (General)	3140	Engineer (Industrial)
3160	Engineer (Maintenance)	3180	Engineer (Marine)
3200	Engineer (Mechanical)	3220	Engineer (Nuclear)
3240	Engineer (Ocean)	3260	Engineer (Petroleum)
3280	Engineer (Software)	3300	Engineer (Systems)
3320	Environmental Audits/ Assessments	3340	Environmental Monitoring and Remote Sensing
3360	Environmental Remediation	3380	Expert Systems
3400	Explosives	3420	Failure Analysis
3440	Farming	3460	Fiber Optics
3480	Film/TV/Video Production	3500	Finance
3520	Fire Fighting	3540	Fish and Wildlife Sciences
3560	Flight Engineer	3580	Fluid Mechanics
3600	Food Preparation	3620	Foreign Technology
3640	Forestry	3660	Fuels
3680	Gas Turbines	3700	Geology
3720	Government Affairs	3740	Graphic Art
3760	Hazardous Material Control	3780	Hazardous Material Disposal
3800	Health Care Administration	3820	Health Physics
3840	Heat Transfer	3860	Heating Ventilation and Air Conditioning
3880	History	3900	Hospital Administration
3920	Human Factors	3940	Human Resources Administration
3960	Hydraulics	3980	International Friend or Foe
4000	Imaging Systems	4020	Industrial Arts

4040	Industrial Hygiene	4060	Information Resources Management
4080	Infrared Technology	4100	Insurance
4120	Integrated Electronics	4140	Intelligence
4160	Interior Design	4180	Interpreter
4200	Investigator/Adjuster	4220	Irrigation
4240	Journalism	4260	Judge
4280	Labor Relations	4300	Landscape Architecture
4320	Laser Technology	4340	Law Enforcement
4360	Lawyer (Administrative)	4380	Lawyer (Admiralty)
4400	Lawyer (Antitrust)	4420	Lawyer (Aviation and Space)
4440	Lawyer (Banking)	4460	Lawyer (Bankruptcy)
4480	Lawyer (Civil Rights)	4500	Lawyer (Communications)
4520	Lawyer (Criminal)	4540	Lawyer (Family)
4560	Lawyer (Health and Hospital)	4580	Lawyer (Immigration and Naturalization)
4600	Lawyer (Insurance)	4620	Lawyer (International)
4640	Lawyer (Labor and Employment)	4660	Lawyer (Medical Malpractice)
4680	Lawyer (Patent, Trademark and Copyright)	4700	Lawyer (Real Estate)
4720	Lawyer (Taxation)	4740	Lawyer (Transportation)
4760	Lawyer (Wills and Trusts)	4780	Lawyer (Workers Compensation)
4800	Librarian	4820	Linguistics
4840	Local Area Networks	4860	Locksmith
4880	Logistics	4900	Low Observable Technology
4920	Machinist	4940	Mail Carrier
4960	Manufacturing	4980	Marine Navigation
5000	Marketing	5020	Mate (Ship)
5040	Material Science	5060	Mathematics
5080	Mechanic	5100	Medical Laboratory Technician
5120	Mental Health	5140	Metallurgy
5160	Meteorology	5180	Microbiology
5200	Microprocessors	5220	Mine Warfare
5240	Mineralogy	5260	Ministry
5280	Missile Systems	5300	Mission Planning
5320	Mortician	5340	Music
5360	Naval Architecture	5380	Naval Propulsion Plants
5400	Navigation Systems	5420	Networks
5440	Neural Networks	5460	Noise Abatement
5480	Nuclear Plant Operations	5500	Nurse (Licensed Practical)
5520	Nurse (Registered)	5540	Nurse (Surgical)
5560	Nursing Home Administration	5580	Nutritionist
5600	Occupational Health	5620	Occupational Therapy
5640	Oceanography	5660	Oil Spill Prevention/Cleanup
5680	Open Source Processing	5700	Operations Research
5720	Optics	5740	Optometry
5760	Ordinance	5780	OSHA Regulations
5800	Painter	5820	Pest Control
5840	Petroleum Storage and Distribution	5860	Pharmacy
5880	Pharmacology	5900	Photography
5920	Physical Geography	5940	Physical Therapy
5960	Physician's Assistant	5980	Physician (Allergy and Immunology)
6000	Physician (Cardiovascular Diseases)	6020	Physician (Colon and Rectal Surgery)

6040	Physician (Dermatology)	6060	Physician (Emergency
	Medicine)		
6080	Physician (Endocrinology)	6100	Physician (Family Practice)
6120	Physician (Gastroenterology)	6140	Physician (General Surgery)
6160	Physician (Geriatric)	6180	Physician (Hand Surgery)
6200	Physician (Hematology)	6220	Physician (Infectious Diseases)
6240	Physician (Internal Medicine)	6260	Physician (Nephrology)
6280	Physician (Neurological	6300	Physician (Neurology)
	Surgery)		
6320	Physician (Nuclear Medicine)	6340	Physician (Obstetrics and
			Gynecology)
6360	Physician (Occupational	6380	Physician (Oncology)
	Medicine)		
6400	Physician (Ophthalmology)	6420	Physician (Orthopedic
			Surgery)
6440	Physician (Osteopathic)	6460	Physician (Otolaryngology)
6480	Physician (Pathology)	6500	Physician (Psychiatry)
6520	Physician (Pediatrics)	6540	Physician (Plastic Surgery)
6560	Physician (Podiatry)	6580	Physician (Psychiatry)
6600	Physician (Pulmonary Disease)	6620	Physician (Radiology)
6640	Physician (Reproductive)	6660	Physician (Rheumatology)
6680	Physician (Thoracic Surgery)	6700	Physician (Urology)
6720	Physician (Vascular Surgery)	6740	Physics
6760	Physiology	6780	Pilot (Commercial Airline)
6800	Pilot (Ship)	6820	Planning (Community, Urban,
			and Site)
6840	Plastics	6860	Plumber
6880	Pneumatics	6900	Police Officer
6920	Political Science	6940	Pollution
6960	Port Operation	6980	Postal Service
7000	Power Generation Transmission)	7020	Printing
7040	Production and Process	7060	Project Management Control
7080	Psychology	7100	Public Administration
7120	Public Affairs	7140	Public Health
7160	Public Relations	7180	Public Works
7200	Publishing	7220	Purchasing
7240	Quality Control	7260	Radar
7280	Railroad	7300	Reactor Operator
7320	Real Estate	7340	Real Time Systems
7360	Recreation	7380	Recruiter
7400	Recycling	7420	Regulatory Analysis
7440	Rehabilitation	7460	Reliability
7480	Remote Sensing	7500	Reporter/Correspondent
7520	Researcher	7540	Respiratory Therapy
7560	Risk Assessment	7580	Robotics and Autonomous
			Systems
7600	Rubber	7620	Safety
7640	Sales	7660	Secretary
7680	Secure Networks	7700	Secure Workstations
7720	Security	7740	Sensors
7760	Sheet Metal	7780	Ship Construction
7800	Ship Repair	7820	Shipping (Merchant)
7840	Signal Processing	7860	Simulation and Modeling
7880	Sociology	7900	Soil Science
7920	Solar Energy	7940	Solid Waste Management
7960	Sonar	7980	Speech Writing

8000	Statistics	8020	Stock Broker
8040	Student	8060	Surveillance
8080	Surveyor	8100	Tax Preparation
8120	Teacher (Elementary School)	8140	Teacher (Preschool)
8160	Teacher (Secondary School)	8180	Teacher (University/College)
8200	Technical Writing	8220	Telecommunications
8240	Teleconferencing	8260	Television
8280	Tempest	8300	Toxicology
8320	Total Quality Management	8340	Training Systems
8360	Transportation	8380	Travel
8400	Unmanned Airborne Vehicles	8420	Utilities
8440	Veterinarian	8460	Virtual Reality
8480	Waste Management	8500	Water Treatment
8520	Weapon Systems	8540	Welding
8560	Writer	8580	Zoology
8600	Miscellaneous		

APPENDIX A

List of Exhibits

<u>Exhibit Number</u>	<u>Title</u>	<u>Page Number</u>
1	Affiliation Administrative Remarks, (NAVPERS 1070/613)	A-3
2	Termination Due to Ineligibility Administrative Remarks, (NAVPERS 1070/613)	A-4
3	Electronic Funds Transfer (EFT) Administrative Remarks, (NAVPERS 1070/613)	A-5
4	Administrative Reduction-in-Rate Administrative Remarks, (NAVPERS 1070/613)	A-6
5	Inactive Duty Training (IDT) Assignment in Japan Administrative Remarks, (NAVPERS 1070/613)	A-7
6	Sample Reaffiliation Waiver	A-8
7	Sample Request to Participate in E4 Navy-Wide Advancement Exam	A-9
8	RESCORE-R Administrative Remarks, (NAVPERS 1070/613)	A-10
9	CB(VET) Program Administrative Remarks, (NAVPERS 1070/613)	A-11
10	Drilling Reserve Enlisted Vacancy/Anticipated Loss Report	A-12
11	Transfer to VTU or Records Review Administrative Remarks, (NAVPERS 1070/613)	A-13
12	Not Recommended for Reaffiliation Administrative Remarks, (NAVPERS 1070/613)	A-14
13	Sample format for Mobilization/Overgrade Assignment Waiver Request	A-15
14	Temporary Not Physically Qualified (TNPQ) Administrative Remarks, (NAVPERS 1070/613)	A-16
15	Retained in Drilling Reserve Status Administrative Remarks, (NAVPERS 1070/613)	A-17
16	Personnel Residing Outside a Reasonable Commuting Distance, Administrative Remarks, (NAVPERS 1070/613)	A-18

COMNAVRESFORINST 1001.5D

17	Transfer to IRR Due Residing Outside Reasonable Commuting Distance Administrative Remarks, (NAVPERS 1070/613)	A-19
18	Personnel Reporting on AD or ADSW Administrative Remarks, (NAVPERS 1070/613)	A-20
19	Satisfactory Participation Requirements/Record of Unexcused Absences, (NAVRES 1570/2)	A-21
20	Temporary Work Conflict/Personal Hardship/Temporary Residence Overseas Administrative Remarks, (NAVPERS 1070/613)	A-22
21	Flexible (FLEX) IDTs Administrative Remarks, (NAVPERS 1070/613)	A-23
22	Funeral Honors Duty Administrative Remarks, (NAVPERS 1070/613)	A-24

Exhibit 1

Affiliation Administrative Remarks, (NAVPERS 1070/613)

"(Date): I understand the basis for affiliation is the characterization of my last period of Reserve or active duty service. I believe I am eligible because I was recommended for reaffiliation/reenlistment. Information received to the contrary will immediately terminate my assignment.

WITNESSED: _____
(Name, Rank, Title)

(Reservist's Signature)

Exhibit 2

Termination Due to Ineligibility Administrative Remarks, (NAVPERS 1070/613)

"Date": "Member's name" terminated this date due to ineligibility for affiliation with the Naval Reserve. Ineligibility determined by "state reason for termination."

A. B. SEA
Personnel/Recruiting Officer
By direction

Exhibit 3

Electronic Funds Transfer (EFT) Administrative Remarks, (NAVPERS 1070/613)

"(Date): Per the DoDFMR Volumn 5, article 240202 I understand that:

- I am required to participate in Electronic Funds Transfer (EFT). I must provide the necessary documentation required by my Administrative/Personnel Office for EFT Participation.
- I may freely choose or change financial institutions.
- It is my responsibility to maintain an account for EFT of my Naval Reserve Inactive Duty Training (IDT) pay, as long as I am a member of the Drilling Reserve, unless I receive an exception from this requirement.
- EFT exception guidance is provided in DoDFMR Volumn 5, article 240202.E.2
- Failure to establish and maintain an account in absence of a specific exception may subject me to administrative and/or disciplinary action under the Uniform Code of Military Justice."

WITNESSED: _____
(Name, Rank, Title)

(Reservist's Signature)

Exhibit 4

Administrative Reduction-in-Rate Administrative Remarks, (NAVPERS 1070/613)

"(Date): I voluntarily accept administrative reduction to paygrade _____ on this date to qualify for accession in the Naval Reserve. I understand that I can request a waiver for time-in-rate from NAVPERSCOM (Pers-812) to participate in rating examinations. In computing the final multiple for the advancement to____, my time-in-rate date is _____."

AUTHORITY: COMNAVRESCUITCOM Daily

WITNESSED: _____
(Name, Rank, Title)

(Reservist's Signature)

Exhibit 5

Inactive Duty Training (IDT) Assignment in Japan Administrative Remarks,
(NAVPERS 1070/613)

"Date: I understand that while performing inactive duty training in Japan I will not receive any of the rights or benefits under the Status of Forces Agreement treaty that active duty members of the Armed Forces and/or their family members receive.

I understand that while performing annual training/active duty for training/active duty for special work in an active duty status as a Drilling Reservist in Japan, I will receive the same rights and benefits under the Japan Status of Forces Agreement treaty that active duty members of the Armed Forces and/or their family members receive".

WITNESSED: _____
(Name, Rank, Title)

(Reservist's Signature)

Exhibit 6

Sample Reaffiliation Waiver

Note: Waiver requests should be submitted with information contained in the following sample.

From: Recruiter-In-Charge

To: Commanding Officer of the NRA to which requesting reaffiliation

Subj: REAFFILIATION WAIVER

Ref: (a) COMNAVRESFORINST 1001.5D

Encl: (1) Copy of Application and Orders to a Naval Reserve Unit (completed to approving endorsement)
(2) Member's statement
(3) Copy of Critical Occupational Skills Questionnaire/Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (NRPC 1200/1)
(4) Copy DD Form 214
(5) Copy of NAVPERS 1070/615

1. Request authority to reaffiliate the below named individual:

a. Name:

b. Social Security Number:

c. Rate/Rank/Designator:

d. Primary Navy Enlisted Classification code/Naval Officer Billet Classification code:

e. Secondary Navy Enlisted Classification code/Naval Officer Billet Classification code:

f. Date last terminated from inactive duty training status:

2. Per reference (a), enclosures (1) through () are provided.

(Recruiter-In-Charge's Signature)

Copy to:

COMNAVAIRFORES/COMNAVRESFORCOM (N11)

NAVRESCRUITCOM DET

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Exhibit 7

SAMPLE REQUEST TO PARTICIPATE IN E4 NAVY-WIDE ADVANCEMENT EXAM

1440
Ser/
(Date)

From: Commanding Officer, Naval Reserve Activity
To: Commander, Naval Personnel Command (Pers-812)

Subj: REQUEST TO PARTICIPATE IN E4 NAVY-WIDE ADVANCEMENT EXAMINATION IN THE
CASE OF (RATE, NAME, BRANCH/CLASS, SOCIAL SECURITY NUMBER, NAVY
ENLISTED CLASSIFICATION CODE)

Ref: (a) COMNAVRESFORINST 1001.5D
(b) BUPERSINST 1430.16E
(c) OPNAVINST 1160.5C

Encl: (1) Copy of latest NAVPERS 1070/603 or NAVPERS 1070/604 with ASVAB
scores (if applying for "A" school required rating)
(2) Resume of civilian education and employment background (If related
to requested rating)

1. (Rate, Member's name) has completed all advancement eligibility
requirements per references (a) and (b) and is fully qualified for
advancement to (rate).

2. Request authorization for subject named member to participate in the
(February/August) advancement examination for (rate). Per reference (c),
(rate) is an "A" school required rating.

(Signature)
Commanding Officer only

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Exhibit 8

RESCORE-R Administrative Remarks, (NAVPERS 1070/613)

"(Date): I understand by enrolling in the RESCORE-R program, I must complete all lateral conversion prerequisites within 18 months of this date. These prerequisites are:_____. I must participate in the first advancement exam following completion of these prerequisites. If my rating conversion is not completed within 36 months of this date, I will be terminated from the RESCORE-R program, and may be transferred to a nonpay drill IDT status or to the Individual Ready Reserve. I further understand, RESCORE-R is authorized only once, and noncompletion of RESCORE-R requirements disallows any future RESCORE-R application. Should I decide at any time before completing RESCORE-R prerequisites that I want to keep my permanent rate (that rate which I am RESCORING from), I must request this from COMNAVRESFOR (N11)."

WITNESSED: _____
(Name, Rank, Title)

(Reservist's Signature)

Exhibit 9

CB(VET) Program Administrative Remarks, (NAVPERS 1070/613)

(YYMMDD): I understand I must incur a minimum 3-year service obligation for accession into the CB(VET) Program. This may be accomplished as an extension, if eligible, or as an enlistment/reenlistment. To be eligible for the Montgomery G.I.Bill, I must enlist for 6-years. Under the provisions of the CB(VET) Program, I understand that I have a permanent rating of (insert rating) and temporary rating of (insert rating). I am assigned to (Naval Construction Force Unit) in an drill IDT pay status. I will report to (Naval Reserve Activity or NCF Unit) on (date). I understand to fully qualify for the temporary rating of (insert rating) that I must complete the following requirements within 36 months:

(1) Qualifications Standards Book (QSB), also known as the "A" School Construction Rating Skills Equivalency Handbook, which is located at the following web site:
www.SEABEE.NAVY.MIL/CBVET.

(2) Rating Manual for Petty Officer Third Class (PO3).

(3) Obtain Standard Score of 37 or better on Advancement Exam E4 CB(VETS) only).

(4) Military Requirements for Petty Officers Third and Second Class (NAVEDTRA 14504) and Petty Officer Indoctrination (E4 OSVETS ONLY).

I understand that I must complete the QSB and all course requirements prior to taking the Navy-Wide Advancement Examination. If I do not complete the requirements or do not score a standard score of 37 or better on the advancement exam in the authorized time frame, I will be reverted to my permanent rating and transferred to the Individual Ready Reserve (IRR). If I request transfer to the IRR, am involuntarily transferred to the IRR, or Administratively Separated before completing all requirements for my temporary rating, I will be reverted to my permanent rating and will be ineligible for reentry into the CB(VET) Program. I certify that I have not previously participated in the CB(VET) Program and failed to make that rating permanent.

Member's Signature/Date

Classification Coordinator
Signature/Date.

Exhibit 10

Drilling Reserve Enlisted Vacancy/Anticipated Loss Report

From: Commanding Officer/Officer in Charge

To:

Subj: ENLISTED VACANCY/ANTICIPATED LOSS REPORT (COMNAVRESFOR 1910-1)

Ref: (a) COMNAVRESFORINST 1001.5D

1. The following mobilization requirements are expected to become available during the month(s) indicated as a result of losing the incumbents. Remanning is requested, not to exceed a 1 month overlap:

MOB REQUIREMENT/A RATE

MONTH OF VACANCY

Exhibit 11

Transfer To VTU or Records Review Administrative Remarks, (NAVPERS 1070/163)

DATE: I have been assigned to Voluntary Training Unit (Unit number) as the result of pending administrative or medical action that may result in my discharge from the Naval Service.

I understand that although scheduled to drill perform IDT, I will not perform IDTs and will be assigned Authorized Absences (AA) for all scheduled IDTs until I am cleared for return to drill IDT status.

Although assigned to a unit that may allow performance of annual training or other active service, I will not perform active service until I am cleared for return to drilling status. I must still attain 50 points per anniversary year to have a satisfactory year of service for nonregular retirement. I have been provided information regarding the process for obtaining, completing and submitting correspondence courses for retirement point credit. I am also aware that my anniversary year begins: _____ (Anniversary date).

I will be provided full time Servicemembers' Group Life Insurance coverage, and I will be billed by Defense Finance and Accounting Service (DFAS), Cleveland Center. I also understand that if I return to pay status before being billed, DFAS will automatically deduct past due premiums from my first IDT drill payment. I further understand that if I fail to make required payments within 30 days of due date action will be taken to terminate my account.

It is my responsibility to notify my service record holder of any changes in my status that may affect my assignment.

(Signature of member)

Exhibit 12

Not Recommended For Reaffiliation Administrative Remarks, (NAVPERS 1070/613)

"(Date): Transferred this date to the Individual Ready Reserve for failure to accept orders to a local unfilled billet at an activity located within a reasonable commuting distance. Reaffiliation is not authorized without approval from Commander, Naval Reserve Force (N11). Not Recommended for Reenlistment (for enlisted) (or) Reaffiliation.

Authority: COMNAVRESFORINST 1001.5D

(Authorizing Signature)"

Exhibit 13

Sample Format for Mobilization/Overgrade Assignment Waiver Request

From: Commanding Officer, (for members of unit) or Commanding Officer, Naval Air Station/Naval Air Reserve/Reserve Center (for new affiliation)

To: Commander, Naval Air Force Reserve or Commander, Naval Reserve Forces Command (N11 for enlisted) (N12 for officers)

Via: (1) Commanding Officer, Naval Reserve Center, Reserve Force Squadron, Naval Air Station (as applicable)
 (2) Immediate Senior in Command, (e.g., Readiness Commander/Wing Commander)
 (3) Active Duty Gaining Command

Subj: (TYPE) WAIVER FOR MOBILIZATION ASSIGNMENT OF (RATE/NAME/SOCIAL SECURITY NUMBER) TO UNIT TITLE AND LOCATION

Ref: (a) COMNAVRESFORINST 1001.5D

Encl: (1) (Unit Title) NSIPS RUAD

1. Per reference (a), please review the qualification of subject member for assignment to Reserve Billet Sequence Code:

2. Unit manning data:

a. Enclosure (1) lists officer/enlisted allowance and manning by mobilization requirement.

Date: _____	Allowance:	Officer _____	Enlisted _____
	On Board:	Officer _____	Enlisted _____

b. Number of enlisted in this unit currently serving under waiver:

c. Date of rate: _____ Pay Entry Base Date: _____

d. Waivers previously granted this member:

<u>Type</u>	<u>Date</u>
(Reserve Functional Area Sex code)/ (Navy Enlisted Classification code)	(Approving authority's letter)

e. Date of birth: _____

f. Physical Readiness Results: Within Standards/Not Within Standards/Medically Waived

g. Date last satisfactorily completed physical fitness testing: _____

3. Justification: Explanation of need and description of qualifications.

/s/ Unit or Activity CO
 FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Note: Each member being considered for a waiver will be submitted via separate correspondence.

Exhibit 14

Temporary Not Physically Qualified (TNPQ)
Administrative Remarks, (NAVPERS 1070/613)

"Date: I understand, although I am temporarily physically disqualified, that I have been retained in a Drilling Reserve unit with no inactive duty training travel, active duty for training, or annual training authorized. I understand this assignment may change for any reason deemed necessary by competent authority. I understand I must comply with all correspondence sent to me by the activity. I further understand I must immediately inform the Commanding Officer, (activity, location, zip code) of any change in my status, physical condition, or address. I have been counseled concerning completing Navy correspondence courses and retirement points required to get creditable satisfactory federal service toward retirement. I have been provided a copy of this statement of understanding.

WITNESSED:

(Name, Rank, Title)

_____"
(Reservist's Signature)

Exhibit 15

Retained in Drilling Reserve Status Administrative Remarks,
(NAVPERS 1070/613)

"Date: Retained in the Drilling Reserve in a nondrill inactive duty training status because of (temporary work conflict, temporary personal hardship, temporary physical disqualification).

Current address:

Anticipated date for return to inactive duty training status:

Authority: COMNAVRESFORINST 1001.5D.

Authorizing Signature"

Exhibit 16

Personnel Residing Outside A Reasonable Commuting Distance,
Administrative Remarks, (NAVPERS 1070/613)

"(Date): I understand that I have been assigned to a unit considered outside a reasonable commuting distance. I also understand that I will NOT be reimbursed for expenses incurred to travel to my permanent drill inactive duty training site (location of permanent duty station). In the case I am found temporary not physically qualified or not physically qualified I understand I am not authorized to travel to my permanent drill IDT site until I am found physically fit by competent medical authority. I also understand I must maintain satisfactory IDT participation.

Witnessed: _____
Signature/date Signature of member"

Exhibit 17

Transfer To IRR Due To Residing Outside Reasonable Commuting
Distance Administrative Remarks, (NAVPERS 1070/613)

"(Date): I understand that I have been assigned to the Individual Ready Reserve by reason of residing outside the reasonable commuting distance of a Naval Reserve activity. I also understand this assignment may be terminated if the present circumstances change, or for any other reason deemed necessary by competent authority. I further understand that I am required to immediately inform the Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149-7800 of any change in my address or status. I have received a copy of this statement of understanding.

WITNESSED: _____
(Name, Rank, Title) (Reservist's Signature)"

Exhibit 18

Personnel Reporting on AD or ADSW Administrative Remarks, (NAVPERS 1070/613)

"(Date): I understand voluntary recall to active duty for more than 179 days in 1 year will result in termination of my inactive duty training orders and transfer from the Drilling Reserve. Also, I understand that upon release from such duty, my reassignment will be governed by accession criteria in effect on the date I apply for reaffiliation. I further understand I cannot be guaranteed reaffiliation, but, if I am determined not to be eligible, I may request a waiver for accession from Commander, Naval Reserve Force (N11).

WITNESSED: _____ "
 (Name, Rank, Title) (Reservist's Signature)

Exhibit 19

**SATISFACTORY PARTICIPATION REQUIREMENTS/
RECORD OF UNEXCUSED ABSENCES**

COMNAVRESFORINST 1001.5C

1. Requirements for Satisfactory Participation for Naval Reservists:
 - a. Must attend 40 of 48 scheduled Inactive Duty Training (IDT) periods including IDT travel away from your permanent IDT site. Percentage of attendance is based on a progressive 12 month period.
 - b. Perform a minimum of 12 days Annual Training (AT) within each fiscal year.
 - c. Must report for scheduled physical examination.
 - d. Responsible for the receipt/response to all official correspondence.
 - e. You must keep your unit Commanding Officer informed of the following:
 - (1) Current address and work/home telephone number
 - (2) Changes in physical status
 - (3) Dependency changes
 - (4) Current employment status
 - (5) Other factors which could jeopardize mobilization potential
2. Requirements for Excuse of Missed IDT periods:
 - a. Request must be made to the unit Commanding Officer prior to the end of the missed scheduled IDT period/IDT weekend.
 - b. IDT periods excused will be scheduled as Equivalent Training (ET) IDTs and will be performed the month before, the month of, or the month after the originally scheduled IDT date. (A maximum of four ET IDTs will be credited for pay each fiscal year.)
3. IDT periods are considered Unexcused when:
 - a. No request for excuse to miss the IDT period was made prior to the end of the missed scheduled IDT period/IDT weekend.
 - b. Insufficient reasons of request for excuse of missed IDT period(s) as determined by unit Commanding Officer.
4. Nine Unexcused IDT periods in any 12 month period or failure to comply with requirements outlined in paragraph 1 above is considered Unsatisfactory Participation.
5. Failure to maintain Satisfactory Participation may result in the following actions:
 - a. **Officers:** Termination from assigned unit.
 - b. **Non-obligor:** Termination from the Selected Reserve or be placed in a 6 month probationary status.
 - c. **Advanced Pay Grade:** Reversion to your permanent rate and termination from the Selected Reserve.
 - d. **Sea and Air Mariner:** Involuntary orders up to 45 days, be placed in a probation status for 6 months, or processed for administrative separation.
6. Failure to receipt for or respond to OFFICIAL MAIL and failure to keep your Commanding Officer advised of your current address will not prevent the actions described in paragraph 5 above.
7. Termination of IDT Status:
 - a. All Reservists may request termination of IDT status due to extreme personal hardships.
 - b. You may be terminated from IDT status due to mobilization requirement change, changes in laws or regulations, or as the needs of the service dictate.
8. It is your responsibility to contact your Commanding Officer or the Naval Reserve activity where you participate concerning missed IDT(s). The activity telephone number is (504) 678-1300.

I will conform to the above requirements.

TYPED NAME AND SIGNATURE OF MEMBER: <i>Kathy Vargo</i> KATHY VARGO	DATE: 4 JAN 97	TYPED NAME AND SIGNATURE OF WITNESS: <i>Carry Wentworth</i> CARRY WENTWORTH	DATE: 4 JAN 97
--	-------------------	---	-------------------

The following IDT period(s) has/have been declared unexcused. By receipt of this form, you are again reminded of your obligation and possible consequences for unsatisfactory participation as outlined in paragraph 5 above.

DATES: (List chronologically left to right)

<u>15 MAR 97 (2)</u>	<u>18 MAY 97 (2)</u>	<u>19 JUL 97 (1)</u>	<u>17 AUG 97 (2)</u>
<u>18 OCT 97 (1)</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SIGNATURE OF COMMANDING OFFICER or BY DELEGATION:

K. F. SHIPLEY, CAPT USNR

DATE SIGNED:

4 NOV 97

Exhibit 20

Temporary Work Conflict/Personal Hardship/Temporary Residence Overseas
Administrative Remarks, (NAVPERS 1070/613)

"Date: I understand I have been retained in the Drilling Reserve without an inactive duty training requirement (Authorized Absence (AA)) by reason of (temporary work conflict/temporary personal hardship). I understand I may be retained in an AA status for up to 6 months, unless the circumstances that warrant AAs change, or as deemed necessary by competent authority. I further understand I must inform the Commanding Officer (activity, location, zip code) of any change in my status, physical condition, or address. I have been counseled concerning completing of Navy correspondence courses and crediting of retirement points required to obtain satisfactory service toward retirement. I understand that I must attend annual training as scheduled or apply for a waiver. I have been provided a copy of this statement of understanding. I understand that I am responsible to pay Servicemen's Group Life Insurance premiums to continue coverage.

WITNESSED: _____"
(Name, Rank, Title) (Reservist's Signature)

Exhibit 21

Flexible (FLEX) IDTs Administrative Remarks, (NAVPERS 1070/613)

"Date: I acknowledge that participation in a nontraditional training program Flexible (FLEX) Inactive Duty Training (IDT) bears unique responsibilities and obligations, and that established safeguards which ensure proper crediting of IDT and active duty for training retirement point credit may no longer apply. I understand that I share in the responsibility for my Naval Reserve career. I received a briefing concerning satisfactory participation requirements and retirement point credit. I understand that my anniversary date for a satisfactory qualifying year for retirement is (date).

1. I acknowledge that participation in the FLEX IDT option is voluntary.

2. I understand that I must perform a minimum of two IDT periods per quarter at my Naval Reserve Activity, as scheduled by either my unit commander or commanding officer, to complete administrative and organizational requirements (e.g., Identification Card issuance, Advancement examination participation, whether medical or dental requirements, physical readiness assessment, general military training).

3. I understand that while in the FLEX IDT Option, my Servicemen's Group Life Insurance premiums will continue to accrue on a monthly basis, whether or not I actually perform IDT during that calendar month. To retain Servicemen's Group Life Insurance eligibility, premiums accrued during the months that IDT was not performed will be retroactively deducted in a lump sum from my next IDT paycheck.

4. I understand that Expiration of Obligated Service for the Montgomery GI Bill -Selected Reserve is (date). If separated prior to that date, I will be required to repay Prorata benefits received under the Montgomery GI Bill- Selected Reserve Program.

5. I must maintain satisfactory drill participation per BUPERSINST 1001.39D to remain eligible for continued anniversary installments of an enlisted bonus. If separated before completing of my obligated service for a bonus, I will be required to repay prorata bonus amount received under the Enlisted Incentive Program.

6. I understand that IDT periods performed in advance will result in the same Drilling Reserve obligation as if the IDT periods would have been performed on a normal four IDT periods per month per schedule. During this obligated period, I must remain in my current billet assignment. I further understand that I cannot perform advanced Prorated IDTs for service beyond my expiration of service, high year tenure), or any mandatory separation/transfer date as directed by higher authority. I remain eligible for recall through the end of the month for which I have performed IDT periods. Commander, Naval Reserve Force or designated authority may release me from this obligation. I further understand that requests to change my obligation for my convenience may be delayed or disapproved.

WITNESSED:

(Name, Rank, Title)

(Reservist's Signature)

"

Exhibit 22

Funeral Honors Duty Administrative Remarks, (NAVPERS 1070/613)

"Date: I have this date volunteered for assignment to Funeral Honors Duty (FHD) assignment under the Military Funeral Honors program. Such assignment will be under the following conditions:

- a. That acceptance of an assignment is strictly voluntary.
- b. That by performing a FHD assignment I will receive a Funeral Honors Duty Allowance (FHDA) in the amount of a \$50 stipend or one day's pay, less federal and applicable state income tax whichever is greater.
- c. That by performing a FHD assignment I will receive one inactive duty retirement point.
- d. That if the location to which I am directed to report (funeral location, Reserve Activity, or location to meet government transportation) is more than 50 miles from my place of residence, and if authorized by orders, I will be eligible for reimbursement of travel expenses.
- e. That while I may perform honors at more than one funeral per day, only one period of FHD will be assigned for FHDA payment and retirement point credit on any given day.

I acknowledge the following regarding my voluntary assignment to FHD:

- a. I will be carried on the FHD Volunteer Roster of my assigned Naval Reserve Activity (NRA) until I request to be removed.
- b. I will be required to maintain current contact points and telephone numbers for recall information.
- c. I will be required to maintain dress uniforms and to report for FHD in the designated uniform.
- d. That I will be required to report to my NRA, to a location to meet government transportation, or to the location of the funeral.
- e. That for the period of FHD assignment, which will include the time between my departure from and return to my personal residence or place of work, I will be subject to the Uniform Code of Military Justice.
- f. That for the period of FHD assignment, which will include the time between my departure from and return to my personal residence, I will be entitled to medical benefits authorized for the duty status under which I perform honors.

WITNESSED: _____
(Name, Rank, Title)
(must be CO or designated
representative)

(Reservist's Signature)

APPENDIX BACRONYMS

AA..... Authorized Absence
 ABFC..... Advanced Base Functional Components
 ACIP..... Aviation Career Incentive Pay
 AD..... Active Duty (formerly ACDU)
 ADDU..... Additional Duty
 ADSW..... Active Duty for Special Work (formerly TEMAC (Temporary Active Duty))
 ADT..... Active Duty Training (formerly Special Active Duty for Training)
 AFTP..... Additional Flying and Flight Training Period (Type of Additional IDT Period)
 AIA..... Accelerated Initial Accession
 APG..... Advanced Pay Grade
 ASP..... Air Systems Program
 ASW..... Antisubmarine Warfare
 AT..... Annual Training (formerly Annual ACDUTRA, Active Duty for Training))
 ATP..... Additional Training Period (type of Additional Drill) //or// Apprenticeship Training Program
 BMSN..... Boatswain's Mate Seaman
 BUMED..... Bureau of Medicine and Surgery
 CAI..... Cross-Assigned In
 CAO..... Cross-Assigned Out
 CAPT..... Captain
 CBMU..... Construction Battalion Maintenance Unit
 CB(VET)..... Construction Basic Veteran
 CDR..... Commander
 CEC..... Civil Engineering Corps
 CHNAVPERs..... Chief of Naval Personnel
 CINCUSNAVEUR..... Commander-in-Chief, United States Naval Forces, Europe
 CNO..... Chief of Naval Operations
 CO..... Commanding Officer
 COMNAVAIRFORES... Commander, Naval Air Force Reserve
 COMNAVAIRSYSCOM.. Commander, Naval Air Systems Command
 COMNAVINTCOM..... Commander, Naval Intelligence Command
 COMNAVRESINTCOM.. Commander, Naval Reserve Intelligence Command
 COMNAVRESCUITCOM Commander, Naval Reserve Recruiting Command
 COMNAVRESFOR..... Commander, Naval Reserve Force
 COMNAVRESFORCOM.. Commander, Naval Reserve Forces Command
 COMNAVRESREDCOM.. Commander, Naval Reserve Readiness Command
 COMNAVSEASYSYSCOM.. Commander, Naval Sea Systems Command
 CONUS..... Continental United States
 CSP..... Career Sea Pay
 CT..... Cryptologic Technician
 DCID..... Director Central Intelligence Directive
 DDS..... Direct Deposit System
 DEERS..... Defense Eligibility Enrollment Reporting System
 DFAS..... Defense Finance and Accounting Service
 DG..... Defense Group
 DIFCREW..... Duty Involving Flying Crew
 DIFDEN..... Duty Involving Flying Denied (Duty in a flying status not involving flying)

DIFOPS..... Duty Involving Flying Operations (Duty in a flying status
 involving operational or training flights)
 DJMS-RC..... Defense Joint Military Pay System-Reserve Component
 DoD..... Department of Defense
 DoDFMR..... Department of Defense, Financial Management Regulation
 DONCAF..... Department of the Navy Central Adjudication Facility
 DOT..... Dictionary of Occupational Titles
 DT..... Dental Technician
 ECMO..... Enlisted Career Management Objective
 EDUC..... Education
 EFT..... Electronic Funds Transfer
 EOD..... Explosive Ordnance Disposal
 EODMU..... Explosive Ordnance Disposal Mobile Unit
 EOS..... Expiration of Service
 ET..... Equivalent Training
 FHD..... Funeral Honors Duty
 FHDA..... Funeral Honors Duty Allowance
 FITREP..... Fitness Report
 FMF..... Fleet Marine Force
 FN..... Fireman
 FSSG..... Force Service Support Group
 FTS..... Full Time Support
 FTU..... Fleet Training Unit
 FY..... Fiscal Year
 HIV..... Human Immunodeficiency Virus
 HM..... Hospital Corpsman //or//
 Helicopter Mine Countermeasures Squadron
 HYT..... High Year Tenure
 IADT..... Initial Active Duty Training
 IAP..... In Assignment Processing
 IDT..... Inactive Duty Training
 IDTT..... Inactive Duty Training Travel
 IMA..... Individual Mobilization Augmentee
 IMAPMIS..... Inactive Manpower and Personnel Management Information
 System
 IPR..... IDT Participation Record
 IRR..... Individual Ready Reserve
 IS..... Intelligence Specialist
 JAG..... Judge Advocate General
 LN..... Legalman
 MA..... Master-At-Arms
 MACG..... Mobilization Assignment Control Group
 MANMED..... Manual of the Medical Department
 MAS..... Mobilization Assignment Status
 MDC..... Mandatory Drill Code
 MDSU..... Mobile Diving and Salvage Unit
 MILPERSMAN..... Military Personnel Manual
 MIUW..... Mobile Inshore Undersea Warfare
 MIUWU..... Mobile Inshore Undersea Warfare Unit
 MMIRRG..... Merchant Marine Individual Ready Reserve Group
 MMR..... Merchant Marine Reserve
 MMROCH..... Merchant Marine Reserve Operational Command Headquarters
 MSC..... Military Sealift Command
 MSO..... Military Service Obligation
 NAF..... Naval Air Facility
 NAS..... Naval Air Station

NATOPS..... Naval Air Training and Operating Procedures Standardization
 NAVAIRRES..... Naval Air Reserve
 NAVAIRSYSCOM..... Naval Air Systems Command
 NAVET..... Navy Veteran
 NAVIUWGRU..... Naval Inshore Undersea Warfare Group
 NAVPERS..... Naval Personnel
 NAVRES..... Naval Reserve
 NAVRESCEN..... Naval Reserve Center
 NAVRESFLTHOSP..... Naval Reserve Fleet Hospital
 NAVRESPERSCEN..... Naval Reserve Personnel Center
 NAVRESREDCOM..... Naval Reserve Readiness Command
 NAVRESSECGRU..... Naval Reserve Security Group
 NAVSEASYSYSCOM..... Naval Sea Systems Command
 NAVSUP..... Naval Supply
 NCFSU..... Naval Construction Force Support Unit
 NCIS..... Naval Criminal Investigative Service
 NEC..... Navy Enlisted Classification (Code)
 NEDOC..... Navy Expanded Drill Opportunity Clinical
 NFO..... Naval Flight Officer
 NMCB..... Naval Mobile Construction Battalion
 NOACT..... Navy Overseas Air Cargo Terminal
 NOBC..... Navy Officer Billet Classification (Code)
 NOE..... Notice of Eligibility
 NAVPERSCOM..... Navy Personnel Command
 NPQ..... Not Physically Qualified
 NPSAC..... Nonprior Service Accession Course
 NRA..... Naval Reserve Activity
 NRCIS..... Naval Reserve Command Intelligence Support
 NRED..... Naval Reserve Engineering Duty
 NRF..... Naval Reserve Force
 NRIP..... Naval Reserve Intelligence Program
 NRSE..... Naval Reserve Support Element
 NRSO..... Naval Reserve Skills Online
 NRQQ..... Naval Reserve Qualification Questionnaire for Inactive
 Duty Personnel
 NSCC..... Naval Sea Cadet Corps
 NSIPS..... Navy Standard Integrated Personnel Systems
 NSWG..... Naval Special Warfare Group
 NSWU..... Naval Special Warfare Unit
 OIC..... Officer-in-Charge
 OF..... Occupational Field
 OJT..... On-the-Job Training
 OCONUS..... Outside Continental/Contiguous United States
 PEB..... Physical Evaluation Board
 PFA..... Physical Fitness Assessment
 PRD..... Projected Rotation Date
 PRIMUS..... Physician Reservists in Medical Universities and Schools
 RBSC..... Reserve Billet Sequence Code
 RCCPDS..... Reserve Component Common Personnel Data System
 REFLEX..... Reserve Flexible (Drilling Opportunities)
 RESCORE-R..... Recruiting Selective Conversion Reenlistment-Reserve
 RESFORON..... Reserve Force Squadron
 RFAS..... Reserve Functional Area and Sex Code
 RIAC..... Reserve Intelligence Area Commander
 RIPO..... Reserve Intelligence Program Officer
 RHS..... Reserve Headquarters System

RMC..... Regular Military Compensation
 RMP..... Readiness Management Period (Type of Additional IDT Period)
 RNMCB..... Reserve Naval Mobile Construction Battalion
 RP..... Religious Program Specialist
 RS..... Reschedule
 RTB..... Reserve Transition Benefits
 RTSS..... Reserve Training Support System
 RUAD..... Reserve Unit Assignment Document
 RUIC..... Reserve Unit Identification Code
 SBI..... Special Background Investigation
 SBU..... Special Boat Unit
 SDV..... SEAL Delivery Vehicle
 SEAL..... Sea-Air-Land (Team)
 SECGRU..... Security Group
 SECNAV..... Secretary of the Navy
 SELRES..... Selected Reserve
 SN..... Seaman
 SPECWAR..... Special Warfare
 SS..... Standard Score
 SSN..... Social Security Number
 SWO..... Surface Warfare Officer
 TAD..... Temporary Additional Duty
 TNPQ..... Temporary Not Physically Qualified
 TT..... Trouble Ticket
 UCMJ..... Uniform Code of Military Justice
 USC..... United States Code
 USNR-R..... Reserve-Ready
 USNR-S1..... United States Naval Reserve Standby Reserve-Active Inactive
 VAQ..... Tactical Electronic Warfare Squadron
 VAW..... Carrier Airborne Early Warning Squadron
 VF..... Fighter Squadron
 VFA..... Strike Fighter Squadron
 VFC..... Fighter Squadron Composite
 VP..... Patrol Squadron
 VR..... Fleet Logistics Support Wing and Squadron
 VRC..... Fleet Logistics Support Squadron
 VS..... Air Antisubmarine Squadron
 VTU..... Volunteer Training Unit
 XO..... Executive Officer

APPENDIX CLIST OF INSTRUCTIONS AND PUBLICATIONS

The following is a list of the current instructions and publications mentioned in this instruction:

<u>DoD Directive</u>	<u>NAVSEAINST</u>	<u>COMNAVAIRESFORINST</u>
1215.19 of 12 Dec 00	1001.3J	3710.4D 3710.13A
<u>SECNAVINST</u>	<u>BUPERSINST</u>	5400.5B 5450.10A
1770.3C	1001.39D	
1850.4E	1326.4D	<u>COMNAVSURFRESFORINST</u>
1920.6B	1430.16E	1534.1A
5211.5D	1610.10	5400.5C
5212.5D	1750.10A	7220.1D
5510.30A	1770.3	
7220.77D	7220.29	<u>COMNAVRESCUITCOMINST</u>
<u>OPNAVINST</u>	<u>COMNAVRESFORINST</u>	1133.1E
1160.5C	1001.5D	
1160.7B	1001.7	<u>COMNAVRESINTCOMINST</u>
1534.1B	1540.10B	5400.5K
3710.7S	1570.9D	
6110.1F	1570.13C	<u>JAGINST</u>
	1770.5B	1301.2B
	3500.13	
	5320.1B	
	5760.2C	
<u>COMNAVRESFORCOMNOTE</u>		

5400 issued annually

Note: COMNAVSURFRESFOR and COMNAVAIRESFOR instructions and notices will be reviewed and transitioned to COMNAVRESFORCOM or COMNAVAIRFORES instructions and notices within the next 2 years as appropriate.

Publications

COMNAVRESFOR P4000.1	Naval Reserve Logistic Support Handbook
DoD 5500.7-R	Joint Ethics Regulation
DoDFMR 7000.14-R	Department of Defense Financial Management Regulation
NAVMED P-117	Manual of the Medical Department
NAVPERS 15560C	Military Personnel Manual
NAVPERS 15665I	U.S. Navy Uniform Regulations, 1991
NAVPERS 18068F	Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards

APPENDIX DINDEX OF FORMS

1. Unless otherwise noted by an "*", all forms listed below are available for issue through the Navy Supply System using requisitioning procedures in NAVSUP P2002, Navy Stock List of Publications and Forms:

<u>Form Number</u>	<u>Title</u>
DD 214	Certificate of Release or Discharge From Active Duty S/N 0102-LF-000-2140
DD 450 (10-91)	Confidential Statements of Affiliations and Confidential Financial Interests S/N 7540-01-351-9173
DD 1172A	Application for Uniform Services Identification Card/ DEERS Enrollment S/N 0102-LF-001-1723
DD 1879	Request for Personnel Security Investigation S/N 0102-LF-068-0100
DD 2058	State of Legal Residence S/N 0102-LF-002-0580
EPMAC 1221/2	Navy Enlisted Classification (NEC) Change Request *Available from www.epmac.nola.navy.mil
NAVCOMPT 2120	ADT Pay Voucher S/N 0104-LF-702-1201
NAVCRUIT 1000/20	Officer Appointment Acceptance and Oath of Office *Stocked at COMNAVCRUITCOM WASHINGTON DC
NAVFINCEN 5110/7	Change of Address Notice
NAVMED 6120/3	Annual Certificate of Physical Condition S/N 0105-LF-012-3800
NAVPERS 1001/3	Ready Reserve Screening Questionnaire S/N 0106-LF-016-4700
NAVPERS 1070/602	Dependency Application/Record of Emergency Data S/N 0106-LF-018-6022
NAVPERS 1070/604	Enlisted Qualification History S/N 0106-LF-010-6948
NAVPERS 1070/613	Administrative Remarks S/N 0106-LF-010-6991
NAVPERS 1070/615	Record of Discharge from the U.S. Naval Reserve (Inactive) S/N 0106-LF-010-7001

COMNAVRESFORINST 1001.5D

NAVPERS 1200/1	Ready Reserve Transfer Request Service Agreement S/N 0106-LF-012-0007
NAVRES 1220/4	Dictionary of Occupational Titles (DOT) S/N 0117-LF-018-8400
NAVRES 1301/5	Reserve Officer Request for Transfer/Termination S/N 0117-LF-013-0126
NAVRES 1320/2	Temporary Additional Duty S/N 0117-LF-010-2800
NAVRES 1321/1	Officer Application/Orders for Inactive Duty Training S/N 0117-LF-013-2105
NAVRES 1321/2	Inactive Duty Training Orders - Termination/ Cancellation/Modification S/N 0117-LF-013-2110
NAVRES 1326/2	Enlisted Application and Orders to Naval Reserve Unit Termination/Modification S/N 0117-LF-013-2611
NAVRES 1326/4	Enlisted Application and Orders to a Naval Reserve Unit (Nonobligor) S/N 0117-LF-013-2620
NAVRES 1570/2	Satisfactory Participation Requirements/Record of Unexcused Absences S/N 0117-LF-114-8500
NAVRES 1570/16	Individual Monthly Drill Performance
NAVRES 1570/21	Inactive Duty Training (IDT) Participation Record (NSIPS Generated Only)
NAVRES 1570/22	Individual IDT Participation Record (NSIPS Generated Only)
NAVRES 1571/15	Request for Training Orders S/N 0117-LF-015-3900
NRPC 1200/1	Naval Reserve Qualification Questionnaire for Inactive Duty Personnel (Mailed from NAVRESPERSSEN, annually)
SF-88	Report of Medical Examination S/N 0105-LF-200-7140
SF-93	Report of Medical History S/N 7540-00-181-8308
SF-1199A	Direct Deposit Sign-Up Form S/N 7540-01-058-0224
SGLV-8286	Serviceman Group Life Insurance Election and Certificate